

SUPERVISOR SAFETY ESSENTIALS COURSE RESOURCE

YOUR ROLE MATTERS

Supervisors play a key role in the Internal Responsibility System, helping ensure work is done safely, concerns are addressed, and workers are supported.

1. As a supervisor, you are responsible for:

- > ensuring safe work practices are followed
- > responding to hazards, concerns, and incidents
- > supporting workers in reporting
- > participating in investigations and follow-up
- > taking reasonable steps to protect workers

You don't need to know everything. But you do need to take action.

2. When a worker raises a concern:

- > take it seriously
- > assess the risk
- > take action or escalate
- > follow up

Ignoring or delaying action increases risk.

3. When something happens:

- > ensure immediate safety / first aid
- > support the worker
- > report the incident
- > document what occurred
- > participate in follow-up

Timely response matters.

4. Show Due Diligence by:

- > being aware of hazards
- > acting on concerns
- > following procedures
- > asking for help when needed
- > documenting your actions

If it's not documented, it didn't happen.

5. Workers have the right to:

- > know about hazards
- > participate in health and safety activities
- > refuse unsafe work
- > protection from prohibited actions

Supervisors must support and respond appropriately to these rights.

6. Worksite Joint Occupational Health and Safety committee are your partners:

- > bring forward concerns and trends to your JOHS committee representative
- > participate when needed
- > work collaboratively to address concerns and improve safety

You are not expected to manage safety alone.

7. Resources and Support:

- > workplace policies and procedures
- > reporting tools and infographics
- > WorkSafeBC guidance
- > contact your employer workplace health and safety team
- > email BCNU's OHS Prevention Team at healthandsafety@bcnu.org

Ask early. Don't wait.