

Supervisor Safety Checklist			
Category	What to do?	How Do I?	Resource
Supervisor Safety Leadership Training	Supervisors must model safe work practices as outlined in EHS Policy 703, Incident Prevention PIM 26, and Incident Reporting PIM 27.	<input type="checkbox"/> Complete New Employee Safety Orientation training course. <input type="checkbox"/> Complete Environmental Health and Safety for Supervisors/Managers-Human Resources training course. <input type="checkbox"/> Complete Behavior-based Safety for Supervisors training course.	- Safety training Guidelines
Department Safety Assessment	Supervisors are responsible for assessing hazards and determining appropriate safety controls to prevent accidents and ensure OSHA compliance.	<input type="checkbox"/> Complete the Department Safety Assessment form. <input type="checkbox"/> Submit a Safety Service Request for Supervisor/ Department consultative safety review.	- Department Safety Assessment
Safety Goals	Supervisors should develop department safety goals, incorporate into employee job performance work plans and regularly communicate.	<input type="checkbox"/> Access NinerTalent system to review employee job description and performance work plans. <input type="checkbox"/> Review the safety goals examples template and insert applicable goals into employee	-NinerTalent Work Plan Guide - Safety Goals Examples Template

		job description and performance work plans. <input type="checkbox"/> Continuously communicate safety goals to employees.	
Budget Planning	Supervisors should invest in safety by developing a budget.	<input type="checkbox"/> Download the Safety Budget Planning Template <input type="checkbox"/> Insert direct and indirect cost <input type="checkbox"/> Prioritize budgetary allocations	- Safety Budget Template
Job Description/ Work Physical Demands	Supervisors should review job description and position posting to ensure appropriate safety requirements are included.	<input type="checkbox"/> Access NinerTalent system to review employee job description <input type="checkbox"/> Review the Work Physical Demands reports and compare to the NinerTalent system job description ADA requirements (physical activity, requirements, visual acuity, and workplace hazards) sections <input type="checkbox"/> To make job description changes you will need to "Update Position Description"	- Safety Service Form
Medical Checks (where legally permitted)	Supervisors should review the position description physical	<input type="checkbox"/> Submit a Safety Service Request for Supervisor / Department consultative safety	-EHS Service Request

	requirements to determine if employees are required to use respirators, expose to bloodborne pathogens, abate asbestos, high-noise areas, perform specialized research or perform other safety-sensitive tasks.	review prior to establishing medical checks.	
Employee Required OSHA Training	<p>Supervisors must determine the required safety training and ensure all employees complete training.</p> <p>Employees will automatically be assigned all the general required training courses for their specific work environment. Employees will receive an email from the Learning & Development</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To determine required training, please access the EHS website “Required Training by Work Environment” section. This section will provide a list of required EHS training courses. <input type="checkbox"/> Review the safety training catalog or complete a safety needs google form to determine specific job task safety training. <input type="checkbox"/> Submit a safety service request to have specific job task safety training courses assigned to employees. 	<p>-Required safety training by work environment</p> <p>-Training course catalog</p> <p>-Safety Training Needs Assessment</p>

	Portal when training has been assigned to them.		
Employee Recommended Injury Prevention and Safety Awareness Training	Supervisors should assign injury prevention and safety awareness to employees.	<input type="checkbox"/> Access the EHS website to review the recommended safety training courses. <input type="checkbox"/> Access the Learning and Development Portal to assign training or submit a safety service request for training to be assigned.	-Human Resources LOD Guides -Submit a safety service request for training
Supervisor Safety Training	Supervisors should facilitate safety talks, also known as toolbox talks or tailgate talks. These are short, informal safety meetings held by supervisors with their work crews to discuss specific workplace hazards and safety procedures. These talks are designed to raise awareness, reinforce safe work practices, and encourage	<input type="checkbox"/> Access the EHS website to review the safety talks and schedule. <input type="checkbox"/> Facilitate the safety talk.	-Supervisor Safety Talks / Fact Sheets

	open communication about safety issues.		
Training Records	Supervisors must ensure employee safety training records are up-to-date and readily accessible to ensure compliance.	<input type="checkbox"/> Access the Learning and Development Portal to run a report. <input type="checkbox"/> Submit a safety service request to obtain safety training records.	-Human Resources LOD Guides -Submit a safety service request for training
Personal Protective Equipment	Supervisors must determine PPE needs, purchase, inventory, distribute, store and maintain PPE.	<input type="checkbox"/> Read the PPE Program <input type="checkbox"/> Complete a PPE Hazard Assessment form and submit it to the EHS office. <input type="checkbox"/> Review the PPE Hazard Assessment Summary Sheet for purchasing guidance. <input type="checkbox"/> Create a PPE inventory spreadsheet to track PPE. <input type="checkbox"/> Read PPE manufacture guidelines to determine the appropriate frequency of inspection, cleaning and storage. <input type="checkbox"/> Determine a process for distributing PPE to employees and returning non-disposal PPE to storage location.	-PPE Program -PPE Hazard Assessment -PPE Summary Sheet

		<input type="checkbox"/> Communicate the process to all employees.	
Equipment & Tools	Supervisors must determine equipment / tools needed, purchase, inventory, distribute, store and maintain.	<input type="checkbox"/> Create an inventory spreadsheet to track equipment / tools. <input type="checkbox"/> Read equipment / tools manufacture guidelines to determine the appropriate frequency of inspection, cleaning and storage. <input type="checkbox"/> Complete training for specific equipment / tools. <input type="checkbox"/> Determine a process for distributing, checking out and returning equipment / tools. <input type="checkbox"/> Communicate the process to all employees.	
Safety Checks	Supervisors must ensure a workplace free from recognized hazards.	<input type="checkbox"/> Complete a safety check of your employee's work environment and correct safety issues as soon as possible. <input type="checkbox"/> The machine shop, laboratory building, or other safety checklist are available to document completion of the safety check.	-Safety Checklist

Job Hazard Analysis (JHA)	Supervisors must identify, assess, and mitigate potential hazards associated with job tasks performed by their employees.	<input type="checkbox"/> Review job hazard analysis library to determine if a JHA exists for current job tasks. If so, conduct a documented review with team members. <input type="checkbox"/> If a JHA does not exist for a current job task enter a safety service request or use the JHA form to complete the analysis.	-Job Hazard Analysis (JHA)
Ergonomics	Supervisors must ensure ergonomic safe work practices are implemented in the workplace.	<input type="checkbox"/> Advise office employees to complete workstation ergonomic self-assessments . <input type="checkbox"/> Submit a safety service request for an health and safety ergonomic assessment.	-Workstation Ergonomic Self-assessments . Safety Service Request
Accident / Incident Reporting	Supervisors must remind employees to report work-related injury incidents immediately.	<input type="checkbox"/> Review the Accident / Injury Incident information on the EHS website. Discuss during a team meeting, in-person meeting or send an email reminder.	-Accident / Injury Incident Reporting
Investigation	Supervisors must investigate all injury incidents.	<input type="checkbox"/> Review the Accident / Injury Incident information on the EHS website. Follow the instructions to complete the supervisor	-Injury Incident Investigation Guidance -Safety Service Request

		<p>investigation. Note: Supervisors will automatically receive an email notification to electronically document the investigations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit a safety service request for EHS investigation assistance. 	
Awards	Supervisors must encourage employees to work safely through incentive programs.	<ul style="list-style-type: none"> <input type="checkbox"/> Nominate an employee for an EHS Safety Champion award. <input type="checkbox"/> Nominate an employee for the HR Safety and Heroism award. <input type="checkbox"/> Nominate an employee for the Golden Nugget award. 	<p>-EHS Safety Champion Award</p> <p>-HR Awards</p> <p>-Golden Nugget Award</p>
Enforcement of Safety Standards	Supervisors must enforce safety standards through disciplinary action, which should be progressive, fair, and consistent. This includes addressing unsafe behaviors, providing clear expectations, and applying appropriate	<ul style="list-style-type: none"> <input type="checkbox"/> Consult the EHS office and HR Employee Relations prior to implementing disciplinary action. 	<p>-EHS Office</p> <p>-HR Department</p>

	consequences for violations.		
Occupational Safety and Health Administration (OSHA) Special Emphasis Departments	Supervisors must determine if they are an OSHA Special Emphasis Department. If so, additional OSHA compliance requirements are applicable.	<input type="checkbox"/> Review the list of departments with special environmental, health and safety considerations. If your department / unit is listed, please submit a safety service request form for an EHS consultative compliance review. <input type="checkbox"/> Access the department safety template to complete a department safety plan.	-OSHA Special Emphasis Divisions / Departments -Safety Service Request