

3.5 SUPERVISORS RESPONSIBILITIES

OBJECTIVES

- a) To ensure all operatives put to work are fully conversant with safe system of work.
- b) To ensure that all operatives are briefed on any hazards/risks relevant to their task.

Measurement of the above objectives will be carried out by monitoring, by the project management and any achievements / shortfall will be discussed with the relevant supervisor.

This procedure is to be carried out the Supervisor

- a) You are required to co-operate with your Health and Safety advisor in all matters relating to Health and safety issues.
- b) Ensure that the new employee has received the appropriate induction and explain what he/she will be required to do and to whom he/she will be directly responsible.
- c) Inform them of the site rules.
- d) Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures. Information is to be relayed to Senior Management.
- e) Warn new employees of any potentially hazardous areas of operations on site or in the workplace.
- f) Warn new employees of any prohibited actions on site or in the workplace, e.g. entering specific areas without head protection and other PPE etc. or operating plant unless authorised etc.
- g) If there is any training or instruction required, inform management, e.g. abrasive wheels, cartridge tools, lifting operations etc.
- h) Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmets, goggles, ear defenders, wet weather clothing etc. and obtain their signature for the items issued.
- i) Ensure that adequate first aid facilities and a First Aider are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries and the necessity to record all accidents, however trivial it may appear at the time.
- j) Ensure that a system is organised and in place in the event of an emergency for applying first aid and calling an ambulance.
- k) Accompany Health and Safety Executive (HSE) Inspector on site visit and act on their

recommendations. In the case of the HSE Inspector issuing a Notice (Prohibition or Improvement); to contact senior management immediately after complying with any requirements to stop work.

l) Work closely with the project Manager. Ask for their advice before commencing new methods of work or potentially hazardous operations.

m) Ensure that adequate fire precautions are provided for the site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

n) Set a personal example by wearing appropriate protective clothing on site.

o) Ensure there are sufficient competent Operators, Abrasive Wheel Appointed Persons available at all times.

p) Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported.

q) You are required by law "to take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions whilst at work".

r) Understand the Company's policy for health and safety and ensure that it is brought to the notice of all employees particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Directors or Senior Management any improvements or additions which you feel necessary.

s) Have a basic knowledge of relevant construction related health and safety legislation and ensure that it is carried out on site.

t) Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.

u) Where necessary, issue written instructions setting out the safe method of work.

v) Ensure that a COSHH Assessment has been carried out of any substance or process hazardous to health and safety and that appropriate control measures, training instructions, protective clothing etc, have been provided.

w) Keep all necessary registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.

x) Ensure that "Competent Persons" are appointed to make the necessary inspections of equipment. They have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

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y) Ensure that all persons under your control are aware of their responsibilities for safe working and they are not required or permitted to take unnecessary risks.

z) Plan and maintain a safe tidy site.

aa) Implement arrangements with sub contractors and others in the work area to avoid confusion about areas of responsibility for health and safety issues.