



Supervisor Safety



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Introduction

Safety policy and procedure can seem overwhelming and confusing.

Goals

This seminar is designed to:

- Outline supervisor responsibilities
- Review policy & procedure
- Introduce/review key elements of workplace safety





Overview

- Who is a Supervisor?
- Responsibilities
- Resources
- Safety Training
- Hazard Assessment
- Accident/Injury Reporting





Who is a Supervisor?

- 'Administrative' Supervisor

Individuals with defined and recognized line-item responsibilities for other employees; direct control of assigned job tasks, approval of time sheets, ability to conduct performance reviews, etc. (i.e. Dept. Chairs, Directors, Managers, Faculty, Instructors, Line-Supervisors).

- 'Delegated' Supervisor

Individuals with delegated or assumed/implied responsibility for other employees; limited control of assigned tasks, no ability to approve time or conduct performance reviews, etc. (i.e. Graduate Students, Research/Teaching Assistants, Laboratory Technicians).

Administrative Supervisors can delegate the supervision of tasks but doing so does not absolve them of their official responsibilities.

Each individual should explore their roles and responsibilities as it pertains to their contract/job description.



Responsibilities



- OSHA – “General Duty Clause”
OSH Act 1970, Sec. 5.0- Duties

a) Each employer --

(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;


29 USC 654

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.



Responsibilities

 UNIVERSITY OF MAINE SYSTEM

Number 55
Issue 1
Page 1 of 12
Date 6/12/03

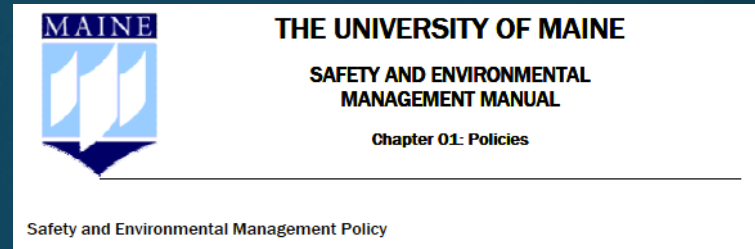
ADMINISTRATIVE PRACTICE LETTER

SUBJECT: ENVIRONMENTAL AND SAFETY MANAGEMENT SYSTEM

- UMaine System-
Administrative Practice Letter- 55 (APL-55)
- Outlines specific responsibilities for:
 - Chancellor
 - Presidents
 - Vice Presidents, Provosts, Deans
 - **Chairs and Directors**
 - **Faculty and Instructors**
 - **Supervisors**
 - Employees, Students



Responsibilities



- UMaine-
Safety and Environmental Management Policy
- Outlines specific responsibilities for:
 - **Line Managers**
 - **Supervisors**
 - Individual employees
- **Key Statements**
 - *"Everyone with supervisory responsibility is expected to take the initiative to maintain [a] safe and healthful working environment."*
 - *"Individuals.....are required to follow existing policiies and procedures, refrain from engaging in prohibtied acts and expected to notify the responsible area supervisor, direcror, or department chair of unsafe conditions."*



Resources

Various resources to help you meet your responsibilities:

- University Directives/ Admin. Policies (APL-55, etc.)
- Safety and Environmental Management website (<http://sem.umaine.edu/>)
 - Policies/Procedures, Guides, Checklists, etc.
 - Online Safety Training
- Darling Marine Center Safety page (<https://dmc.umaine.edu/welcome/safety/>)



Safety Training

UMaine has a multi-tiered Safety Training Process:



1. Basic Safety Training
Online- **NEW for 2016** {BLACKBOARD}
2. DMC Site-Specific Training
In-Person- Tim Miller (DMC)
3. Departmental Safety Training
Supervisor-Conducted
4. Specialized Safety Training (A-Z topics on SEM website)

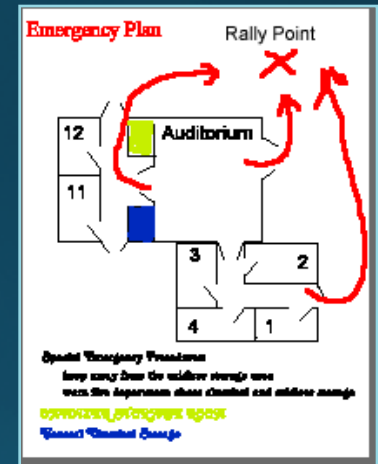
** Most safety training is required Annually **



Departmental Safety Training

- AKA- 'Work-Area, 'Lab-Specific' training
- Supervisor Conducted
- Required Annually
- Components/Elements
 - Hazards of the Job
 - Personal Protective Equipment (PPE)
 - Emergency Action Plan
 - Use of Chemicals (Haz-Com, SDS, CHP)
 - Special Safety Requirements

****for labs, can all be included in a **Laboratory CHP***
- Handouts
 - **Supervisor's Guide to Dept. Annual Safety Training**
 - **DMC-Campus EAP**





Specialized Safety Training

- Specialized Safety Training
 - Task-specific
 - Various renewal requirements
 - Conducted online, by supervisors, or SEM
 - [SEM website- Specialized Safety Training \(A-Z\)](#)
 - DMC Safety Website- common specialized trainings for DMC personnel

Safety Training Documentation

- All training must be documented
- Documentation retained by supervisors
- No universal method of documentation
- Online Resources for Supervisors (SEM website)
 - Training rosters
 - Excel training matrix



Hazard Assessment

- APL-55- Supervisors responsibility:
"Analyze work procedures to identify hazards and ensure measures are taken to eliminate or appropriately minimize those hazards."
- Full outline of process in **Online Supervisor training**
 - Understand the job task
 - Identify Hazards
 - Control Hazards (Hazard Assessment/ SOP)
 - Eliminate/Substitute
 - Engineering Controls
 - Work Practice Controls
 - Personal Protective Equipment
- Handouts-
 - **Laboratory Safety Checklist**
 - **PPE-Hazard Assessment –or- Laboratory Protocol**





Accident/Incident Reporting

- Requirements

- Employees must report any/all work related injuries within 24 hours
- Supervisors must report all workplace injuries/illnesses within 24 hours of being notified

- Resources

- See Supervisor's Training (online)
- SEM Website "Accident Reporting" tab
- Links to UMS Risk Mgmt.



INCIDENT REPORTING

Please note that all documents are located on Google Drive. You should click download in the upper right corner to access document after clicking the hyperlink. This will allow the user to fill in the document.

Risk Management asks that, for any incident that occurs, whether or not the issue seems to be trivial, an incident report be filled out and sent to Helen Chamberland: helen.chamberland@maine.edu (<mailto:helen.chamberland@maine.edu>). The Risk Management Department tries to investigate all incidents, identify causes of the incident and ensure that a corrective action is planned if necessary.

Note: late reporting of claims may not be covered by our insurance and may cause the department to be responsible for all costs. Late reporting of claims is a leading indicator in their ultimate costs. Please file reports on a timely basis (immediately)



Summary

- Who is a Supervisor?
- Responsibilities
- Resources
- Safety Training
- Hazard Assessment
- Accident/Injury Reporting



DMC Specific- Notes (H. Leslie/T. Miller)

Supervisor Homework/ Stepwise Compliance Plan

- Step 1- Complete Supervisor Safety Training (online)
- Step 2- Basic Safety Training for all workers (online)
- Step 3- DMC Safety Training for all workers

- Step 4- Complete Laboratory Safety Checklist
- Step 5- Dept. Safety Training for all workers
(develop, review, revise your CHP or Lab/Work area Safety SOP)

Questions/ Comments