

SUPERVISOR APPOINTMENT CHECKLIST

1. Knowledge of the Work

- Has practical experience performing the work tasks
- Understands the hazards associated with the work
- Knows the safe work procedures for tasks
- Is familiar with required personal protective equipment (PPE)
- Understands how equipment and tools should be safely used

2. Understanding of Health and Safety Responsibilities

- Understands employer, supervisor, and worker responsibilities under health and safety legislation
- Knows how to respond to hazards and unsafe conditions
- Understands the process for reporting and investigating incidents
- Knows how to respond to a worker refusing unsafe work
- Understands the importance of inspections and hazard identification

3. Leadership and Communication Skills

- Communicates expectations clearly
- Demonstrates safe work practices
- Addresses unsafe behaviour respectfully and promptly
- Encourages workers to report; including hazards, incidents, near misses, and safety concerns
- Is comfortable leading safety discussions or toolbox talks

4. Ability to Lead by Example

- Consistently follows workplace rules and procedures
- Wears required PPE when in work areas
- Demonstrates a positive attitude toward safety
- Does not ignore safety requirements when work is busy
- Responds appropriately to unsafe conditions

5. Training and Development Needs

- Has completed required supervisor health and safety training
- Has received orientation on company policies and procedures
- Understands incident reporting and documentation requirements
- Has received leadership or supervisory skills training
- Has access to mentoring from an experienced supervisor

6. Organizational Support

- Has clear authority to enforce safety rules
- Has time to conduct inspections and address hazards
- Knows who to contact for safety guidance or support
- Understands company expectations for safety leadership