

## **Food Service – Supervisors 5 Safety Responsibilities**

In safety management, there are a few common safety related issues that need to be addressed in order for a company's safety program to be **TRULY** effective. Some of these issues are standard management issues, while others draw from common work methods from years past. One of **THE MOST** important safety ideas is that a company's Team Leaders, Supervisors and/or Line Managers know and practice their – **Supervisors 5 Safety Responsibilities**.

### **All company Managers, Supervisors, Team Leaders and Lead Employees MUST:**

1. **INSPECT AND MAINTAIN THEIR AREA(S) OF CONTROL IN A HAZARD FREE CONDITION AT ALL TIMES.** A safe working environment is of paramount importance in any safety effort. A supervisor should be responsible for documented safety and operational inspections that are designed to identify and eliminate unsafe conditions and behaviors.
2. **INVESTIGATE ALL INCIDENTS OF LOSS OR NEAR LOSS AND DOCUMENT THEM ON AN INCIDENT REPORT FORM.** Since a supervisory person has control over their work area and the employees that work in it – standard safety logic has always dictated that that they do the investigation of all losses, or near losses, that occur within their area of control. Remember, “near loss” = “near miss”.
3. **ATTEND THE SAFETY COMMITTEE MEETING AND STAND ACCOUNTABLE FOR THE LOSSES THAT OCCUR WITHIN THEIR AREA OF CONTROL.** Supervisor accountability is one of the primary foundations of basic business. Safety management should be no different! A supervisor is responsible for daily work hours, production, quality and many other standard management issues – why not safety issues?
4. **TRAIN OR BE RESPONSIBLE FOR ALL SAFETY TRAINING THAT EMPLOYEES RECEIVE.** A supervisor doesn't need to speak every word of safety training that an employee receives. However, they need to be responsible for the training that employees get on a day to day basis. Think of it this way – if you were a supervisor in a widget plant, wouldn't you want employees trained in correct widget manufacturing? What if you supervised digging on a construction site, don't you want someone that knows how to properly operate a back-hoe? If they weren't, would you guide them toward correct training? Would you train them yourself?
5. **ENFORCE ALL SAFETY RULES AND LEAD BY EXAMPLE.** There isn't a more simple way to say it. Employees **WILL NOT** follow safety rules that supervisors don't follow. Furthermore, if supervisors don't follow the safety rules, there is little recourse for the supervisor to modify behavior when needed. This goes for **ALL** safety rules – OSHA policies, seat belts, personal protective equipment. Supervisors **MUST** enforce the rules and lead by example. Upper management must also be prepared to enforce safety rules on the supervisory staff.