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## Supervisory Staff Safe Working Practices

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Accidents can cause pain and suffering and in some cases tragedy. They are also wasteful in manpower and cause unnecessary disruption. The prevention of accidents is therefore Important to everyone.

Accidents don't just happen - they are caused. As a supervisor you are charged with the responsibility of ensuring that all reasonable steps are taken in order to create an accident-free working environment. There are four main ways in which you can achieve this objective.

1. Ensure that all staff are properly trained, well informed and competent to do the work allocated to them.
2. You can ensure that the orders you give always contain precise instructions about the proper way to do the job.
3. You can see that the job is actually done in the proper way.
4. You can do a great deal by your personal influence to make the workers under your charge keen on accident prevention.

The notes given below are not safety rules. They are simply suggestions about the various ways in which you can make the best of your personal influence, particularly in regard to new employees. Don't be satisfied with merely reading these notes, but carry them out in your daily work.

### **POINTS TO REMEMBER**

Familiarise yourself with the safety policy and your own terms of reference. It is your responsibility to ensure that risk assessments are carried out and action taken to remove or reduce risks in the workplace.

When you make your daily rounds make them a hazard-hunting inspection as well. You have special opportunities to spot deficiencies and dangers. By neglecting to arrange for necessary safety precautions you may lay both yourself and the Council open to legal proceedings.

Warn all your work people of dangers associated with their work and show them the correct way of carrying out the functions safely.

Try in particular to see the workplace from the point of view of new workers. What is familiar to you will be fresh to them and may need explaining. See that new workers are put

in the charge of an experienced person. Some people are much better than others at helping newcomers.

Remember that new workers not only need training - they also need watching. They may be clumsy or awkward or, being new to the job, may not have clearly grasped the meaning of the instructions that have been previously issued. They can be a danger to others as well as to themselves.

See that all workers comply with accident prevention rules and safe systems of work particularly with regard to the wearing of safety clothing and the use of safety equipment.

Instructions are sometimes disobeyed because people do not understand the reasons behind them. Bear in mind and be ready to explain the reasons. Ask workers if they fully understand your instructions.

The accident record in your workplace is a matter for your concern. Make it your business to think of ways of preventing accidents.

Remember that tidiness is essential for the prevention of accidents.

See that all tools, machinery and equipment are maintained in a safe condition. Don't let those under you work with defective or unsuitable equipment. Encourage the reporting of defects and see that steps are taken to have them put right as quickly as possible.

When repairs and improvements are carried out in your workplace see that equipment, unwanted materials and rubbish are removed as quickly as possible after the works have been completed.

If there are fire extinguishers in your workplace it is your duty to keep an eye on them no matter what routine inspections may be carried out by other persons. You are the only person who can ensure that they are always accessible. Remember that if they are obstructed 'only for five minutes' fire is just as likely to break out during those five minutes as at any other time.

Ordinary and emergency exits and their approaches should be kept clear at all times.

Make sure that you and your staff know what to do if fire breaks out. Know how to summon the Fire Brigade and how to operate the various types of fire extinguishers.

Ensure that all accidents, no matter how minor, are properly recorded on the Accident Form. All cuts, scratches and punctures should be dressed at once. Remember that all small wounds may be just as dangerous as a large one.

Do not allow a person who feels ill to remain at work. Apart from all other considerations there is more likelihood of accidents when people feel below the mark.

In the event of a serious accident, when no, trained in First-aider is immediately at hand, don't let the patient be mauled about. Unskilled handling, however well intentioned, can do a lot of harm. Serious accidents need skilled medical attention. Make sure you and your staff know how to alert the emergency services in the event of a serious accident.

Workers who are actually doing a job can sometimes see hazards or ways to avoid them that others do not. Always encourage suggestions for improvements and bring these to the attention of management for consideration and action.

The attitude of those under your charge towards accident prevention depends largely upon the example that you set.

A low accident rate helps to increase productivity and cut costs.

HOW IMPORTANT IS THE SAFETY OF YOUR WORKFORCE?

REMEMBER, SAFETY IS AN ATTITUDE OF MIND. THINK ABOUT IT!