## SUPERVISOR COMPETENCY AND DUTIES

Supervisors are responsible for the health and safety of workers. In fact, supervisors are second only to employers in terms of their legal duties to protect workers from harm.

Under the Ontario Occupational Health and Safety Act (OHSA), a supervisor is someone who has "charge of a workplace or authority over a worker." The term can apply to many people in a workplace, including those in management, on the shop ﬂoor, in a bargaining unit, and individuals whose job title does not include the word "supervisor."

The OHSA requires employers to appoint "competent" people as supervisors. This means the supervisor must be:

* qualiﬁed because of knowledge, training, and experience to organize the work and its performance.
* familiar with the OHSA and its regulations
* knowledgeable about any potential or actual danger to health or safety in the workplace

The OHSA also spells out the broad duties of a supervisor to:

* provide a safe workplace and assign safe work
* tell workers about job hazards
* train workers to do their jobs safely
* ensure workers work safely and use equipment and protective devices properly where required
* take all reasonable precautions to protect workers from illness and/or injury

BEYOND THE BASICS

<ORGANIZATION NAME>’ supervisors are not only competent but are also eﬀective. They are required to:

* educate, observe, guide, motivate and inspire workers
* understand, identify, and control risks and hazards
* are familiar with applicable standards (CSA, ANSI, etc.)
* implement the health and safety policy and program
* impart the value of health and safety
* encourage worker feedback and much more

TRAINING

Supervisors will be trained on:

* hazard identiﬁcation, risk assessment, and control
* speciﬁc hazards in <ORGANIZATION NAME>’s workplace
* due diligence
* leadership and coaching
* mental health
* harassment and sexual harassment
* accommodation and return to work