Ohio Community Corrections Association   April 2009 Safety Report

Safety and the New Supervisor

Employers often promote new supervisors because they are good at what they do, but doing a job well requires a very different skill set than overseeing how others do the job. Every newly minted supervisor – whether from inside or outside the company – requires training and mentoring before he or she can be expected to perform at a high level. This is especially true with respect to ensuring that new supervisors are aware of and can effectively discharge their responsibilities for creating and maintaining a safe work environment.

Prioritizing Safety: Preparing New Supervisors to Assume a Leadership Role

➢ A newly assigned supervisor must know the company's employment rules and policies, and how to administer and explain them. Make sure you give each new supervisor time to learn your company's rules and requirements.

➢ A new supervisor must also know his or her roles and responsibilities. Supervisors must be able to explain both what is needed and why. Novice supervisors may have trouble explaining why things are done the way they are. If your agency has a procedures manual, give it to the new supervisor early on, and set aside time to answer questions after he or she has had time to read it.

➢ Be sure that the new supervisor understands the agency's policies on vacations, time off, and doctor visits.   Supervisors should understand their role in handling workers' compensations issues such as the employer's first report of injury report.

➢ During supervisor orientation make sure that your supervisors know how health and safety regulations affect your company. This means they are responsible for ensuring each of their employees properly uses required safety equipment and procedures every time. You will also need to that your new supervisors are knowledgeable in the hazards associated with the tasks their crews will be performing.

Source: Source: **Source: Orr, John., "Developing Effective Supervisors" in** *2008 Safety Leader's Discussion Guide***. Ohio BWC's Division of Safety & Hygiene**