

## LOSS CONTROL DATA GUIDE

# The Supervisor's Role In Safety

As a supervisor, you have accepted the responsibility for preventing accidents involving employees or equipment in your charge. This responsibility is an integral part of your job, and must be fully understood.

From a management viewpoint, you have many responsibilities, including:

- Achieve corporate goals – Produce a quality product or service, operate as efficiently as possible, provide a profit for the stockholders, meet delivery schedules, minimize waste.
- Production – Effective and efficient management of personnel, time, money, equipment, and materials.
- Establish and maintain work methods and procedures
- Give job instruction
- Assign personnel to jobs
- Supervise personnel at work
- Maintain equipment and workplace

In order to successfully carry out your responsibilities, Accident Prevention and Safety should be integrated into all of your responsibilities. Safety should be a part of, not apart from, all of your other duties.

To assist with your safety responsibilities, the following Accident Prevention methods should be utilized:

- Job safety analysis – Identify actual and potential problems that may have been overlooked in the selection of equipment or workplace layout. Find potential problems that might come from changes in materials or process used. Evaluate possible ways to prevent injuries, damages, work stoppages, quality deficiencies, and waste.
- Safety inspections – Identify actual and/or potential problems that could affect efficiency, productivity, quality, and safety. Develop and implement corrective actions to eliminate/reduce control the identified problems. Provide follow up to evaluate effectiveness of the corrective action taken.

- Accident investigations – Obtain all information regarding the accident. Identify root cause(s) of the accident. Develop and implement corrective actions to eliminate/reduce/control the identified root cause(s). Provide follow up to evaluate effectiveness of the corrective actions taken.
- Safety training – Utilize the Four Step Training Method: Preparation, presentation, application, test.
- Safety motivation – Modify employee behavior by fear, by desire, by belief.

## The Ten Commandments Of Safety For Supervisors

- Care for your people at work as you would care for your family at home.
- Know all the rules of safety that apply to the work you supervise.
- Anticipate risks that may arise from changes in equipment or methods.
- Encourage your people to discuss with you the hazards of their work.
- Instruct your employees to work safely.
- Follow up your instructions consistently.
- Lead by good example.
- Investigate all accidents no matter how slight.
- Cooperate fully with those in your organization who are actively concerned with the safety of personnel.
- Remember that safety not only reduces human suffering and loss, but also improves efficiency, productivity, and quality. Safety is good business.

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to imply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.