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| Title: **SUPERVISORY COMPETENCY**  | Date of Issue: September 2017 |
| Approved by: Kasey Janzen (President) | Review / Revise Date: June 2017 |
| Location: Safety board in back shop, online (website) |

**PURPOSE:**

To ensure all those in Supervisory positions understand and comply with their specific responsibilities within Castle Plumbing & Heating Inc. Health and Safety Program.

**LEGISLATION:**

# **Duties of Supervisor**

      27.  (1) A Supervisor A person who has charge of a workplace or authority over a worker shall ensure that a worker A person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program,

         (a)    works in the manner and with the protective devices, measures and procedures required by this Act and the regulations The regulations made under this Act; and

         (b)    uses or wears the equipment, protective devices or clothing that the worker’s employer A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services requires to be used or worn.

### **Additional duties of Supervisor**

      (2) Without limiting the duty imposed by subsection (1), a Supervisor shall,

         (a)    advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

         (b)    where so prescribed Prescribed by a regulation made under this Act, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

         (c)    take every precaution reasonable in the circumstances for the protection of a worker.

1. A constructor shall appoint a supervisor for every project at which five or more workers will work at the same time. O. Reg. 213/91, s. 14 (1).
2. The supervisor shall supervise the work at all times either personally or by having an assistant, who is a competent person, do so personally. O. Reg. 213/91, s. 14 (2).
3. A supervisor or a competent person appointed by the supervisor shall inspect all machinery and equipment, including fire extinguishing equipment, magazines, electrical installations, communication systems, sanitation and medical facilities, buildings and other structures, temporary supports and means of access and egress at the project to ensure that they do not endanger any worker. O. Reg. 213/91, s. 14 (3).
4. An inspection shall be made at least once a week or more frequently as the supervisor determines is necessary in order to ensure that the machinery and equipment referred to in a subsection (3) do not endanger any worker. O. Reg. 213/91, s. 14 (4).
5. A competent person shall perform tests and observations necessary for the detection of hazardous conditions on a project. O. Reg. 213/91, s. 14 (5).

“supervisor” means a person who has charge of a workplace or authority over a worker

**“Competent person” –** refers to a “competent person” meaning a person who,

* 1. is qualified because of knowledge, training and experience to organize the work and its performance,
	2. is familiar with this Act and the regulations that apply to the work, and
	3. has knowledge of any potential or actual danger to health or safety in the workplace

**SCOPE:**

Owner Estimator Visitors Employees

Workers Office Manager H & S Coordinator Supervisors

President Sub Contractors Managers Service Tech.

Apprentice Journeymen

**POLICY**:

Those in Supervisory positions are crucial to the success of Castle Plumbing & Heating Inc. Health & Safety Program. These people play a key function in the implementation of safety in the workplace. In many cases, they are our front line to safety.

**SUPERVISORY POSITIONS AT YOUR COMPANY:**

* Foreman

**DUTIES:**

**SUPERVISORS**

**DEFINITION:**

“Competent person” – refers to a person “competent person” meaning a person who,

* 1. is qualified because of knowledge, training and experience to organize the work and its performance,
	2. is familiar with this Act and the regulations that apply to the work, and
	3. has knowledge of any potential or actual danger to health or safety in the workplace

Duties of supervisor

**[27.](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm%22%20%5Cl%20%22s27s1)** [(1)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s27s1) A supervisor shall ensure that a worker,

(a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and

(b) uses or wears the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.

Additional duties of supervisor

[(2)](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90o01_f.htm#s27s2) Without limiting the duty imposed by subsection (1), a supervisor shall,

(a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;

(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and

(c) take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

In addition to OHSA Section 27:

1. Supervise personally or appoint a competent person to do so in absence
2. Participate in training specific to supervisory duties, as determined by the Employer
3. Must supervise work and ensure work is done in compliance with all OHSA and Regulations, Castle Plumbing & Heating Inc. health & safety policies and procedures
4. Ensure all workers comply with the OHSA and Regulations by conducting documented observations and providing disciplinary actions
5. Observations will be conducted on a weekly basis using the workplace inspection form.
6. Recognize and advise workers of actual and potential hazards associated with work via Safety Meeting and of unsafe working practices
7. Provide and/or arrange for training in required health and safety topics by liaising with Jesse (Manager)
8. Discipline any worker that violates Castle Plumbing & Heating Inc. health and safety policies or OHSA laws
9. Ensure that corrective measures or disciplinary action are done in a timely manner
10. Have a copy of OHSA & Regulations available for reference on vehicles
11. Work with H & S Rep
12. Participate in RTW Policy – you have a key role to play
13. Investigate all incidents, document using appropriate forms and institute disciplinary action
14. Encourage immediate reporting of unsafe acts and/or conditions and acknowledge (in positive) manner workers who do so
15. Conduct health and safety talks that address site-specific hazards – if necessary order training
16. Ensure that employees are familiar with job-specific hazards by conducting Safety Talks
17. Ensure that PPE is available, worn and used as required
18. Ensure that safe and healthy conditions and all required safe work procedures are met and followed in the workplace
19. Take every reasonable precaution to protect workers from injury and/or illness
20. Supervise to ensure job is done to code and as contracted
21. Coordinate deliveries and storage of equipment and material
22. Provide input on jobsite logistics, organization, plan layout, and equipment and manpower utilization
23. Assist Health and Safety Coordinator in establishing and maintaining good safety practices
24. Provide Orientation to new Supervisors within one week of hiring
25. Conduct Orientations to new and returning workers
26. Work with H & S Coordinator to ensure that all Certifications are kept current
27. Participate and support Violence & Harassment Policy and Procedures
28. Know their Rights (Refuse, Know, Participate)

**ADDITIONAL ITEMS:**

* Order equipment and materials.

**SELECTION OF NEW SUPERVISOR(S):**

* Senior Management will appoint a person that they feel has enough experience in the field as well as leadership qualities to lead a team. This person is non confrontational and is always looking out for the safety and best interest of his fellow workers.

**WHAT CRITERIA DO THEY HAVE TO MEET?**

* EXPERIENCE:
	+ 5+ years at the company
	+ managing a crew of 10
* EDUCATION:
	+ WHMIS
	+ Working at heights / fall protection
	+ First aid
* SKILLS:
	+ Good verbal and written communication
* LEADERSHIP QUALITIES:
	+ Respectful
	+ Organized
	+ Trustworthy
	+ Punctual
	+ Mentor
	+ Problem solver

**COMPETENCIES:**

All those in a Supervisory role must:

* Have knowledge of:
	+ OHSA and Regulations (Industrial Establishments, Construction)
	+ Existing and potential hazards for the area that they are responsible for
	+ Our company’s written Policies, Procedures, Safe Work Procedures and other measures to ensure the protection of the worker
* Ability to:
* Inform workers and ensure that they understand actual and/or potential hazards
* Inform workers with written instructions and other required for their protection
* Inform workers of their roles and responsibilities for a healthy and safe workplace
* Organize the work and it’s performance

**CONDUCT:**

* Polite
* Respectful of workers and others
* professional

**WORKERS:**

* support supervisors by:
* reporting hazards
* following directions
* respecting workplace and other workers

**DISCIPLINARY ACTION:**

* verbal warning (document)
* meet with management to discuss action

**FORMS:**

* Workplace inspection forms
* Time sheets
* Orientation in workplace / on site

**WORKPLACE INSPECTIONS:**

* REFER TO THE POLICY

**CONFIDENTIALITY:**

* Defined in our company as a person who has knowledge of all the rules, regulations and procedures of Castle Plumbing & Heating. They are able to communicate to others and solve problems using their knowledge of such policies.
* Will not discuss with workers orders of business discussed with senior management unless directed to do so.
* Will not give away any information obtained by workers to other workers.

**ROLES & RESPONSIBILITIES:**

**SENIOR MANAGEMENT**

* Supports supervisors in decisions and actions they are taking.
* Sign off or workplace inspections.
* Assist in disciplinary action if needed.

**WORKER**

* Will participate in workplace inspections.
* Respect and support their supervisor.
* Follow directions
* Report hazards
* Respect other workers and their workplace.

**H&S COORDINATOR**

* Make sure inspections are filed appropriately
* Support the supervisor

**COMMUNICATION:**

* Payroll insert / memo to all staff regarding company’s commitment to working with Supervisors to enhance their competency
* Also indicates that all workplace parties must be supportive of supervisors in achieving conformity

**TRAINING:**

* How to give workplace/job site orientation
* Filling out workplace inspection forms
* IBEW course
* MOL Supervisor Health and Safety Awareness in 5 Steps document

**EVALUATION:**

* To ensure that requirements for competency have not changed, Jesse will conduct an Assessment of skills required for Supervisory Competency by reviewing:
	+ Legislation
	+ Company needs
	+ Supervisors’ needs
* An annual review will take place by Jesse to assess the progress towards completion of identified training requirements

**REFERENCE MATERIALS**

OHSA - WSIB Template

This policy is provided by Safety Works Consulting Inc.