

# Preventing accidents: A guide for supervisors

Risk Control services  
from Liberty Mutual Insurance



## Highlights:

- Accident prevention
- Supervisor's role
- Safety expectations

Accident prevention requires the cooperation of management, supervisors, and employees. Maintaining a safe and healthy working environment is a commitment we have to each other. No product is so important and no service so urgent that safety can be ignored.

## Supervisor's role

- As the supervisor, you are the key component in accident prevention.
- You are responsible for the safe physical condition of all tools and equipment in your department.
- You are responsible for employee safety training.

- Employees must report all accidents to you and you must know how to respond correctly and effectively.
- You are the conduit for employee suggestions on how to control hazards.
- Managing employee performance includes managing safety performance.

You want your employees to work in a healthy and safe manner. Working safely benefits everyone. When an employee has an accident at work, it affects not only their job, but it can keep them from fully enjoying their time with family and friends.

Preventing accidents can also help your company achieve production and quality goals. In today's competitive marketplace, everyone must work together to prevent the personal hardship and unnecessary costs associated with accidents. It's just good business.

### **Safety expectations**

Outlined below are some safety expectations that apply to all direct supervisors of employees:

- Communicate and follow all safety rules, accident and injury reporting procedures, and practices required for performing jobs safely.
- Arrange for the safety training of new workers, covering both general safety rules and specific hazards to which the workers may become exposed.
- Stay alert for hazards or unsafe conditions. Arrange for the correction of any problems immediately, no matter how minor they seem.
- Seek out opportunities to identify and congratulate those who exhibit safe behaviors.
- Maintain records of required equipment inspections.
- Carefully consider all suggestions for needed safety improvements or changes to equipment, tools, the environment, and work methods.
- Be alert to and closely supervise unusual situations and unexpected events.
- See that employees use and maintain the protective equipment or safety devices that have been provided or placed in your area. Keep the equipment clean and in working order.
- Keep the work area neat and uncluttered. See that any unnecessary items or equipment are stored out of the way.

- Do not permit unauthorized use of equipment.
- Keep all of your tools and equipment in good working order.
- Make sure the preventive maintenance program for your equipment is up to date.
- Make sure lockout procedures are used during equipment maintenance.
- Maintain records of required safety training events.
- Promptly complete and submit all required paper work for accidents. Make sure appropriate personnel have the information they need for reports to the state and the insurance company.
- Know how to locate and navigate within the OSHA web site ([www.OSHA.gov](http://www.OSHA.gov)) or the state web site.

## References

ANSI/AIHA Z10, 2014, Occupational Health and Safety Management Systems.

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