

SUPERVISOR SAFETY INFORMATION

OSHA regulations require that employers properly train and educate employees to perform assigned tasks in a safe manner. Employees are to be trained before they begin work. The employee's immediate supervisor is responsible for this training.

No employee should be assigned any task for which they have not been trained and for which they are not qualified until that employee is trained, qualified, and made aware of the hazards that may be associated with the assigned task.

Following are areas of general safety practice and procedures that employees must be made aware of at the time of assignment.

1. Company/Department safety rules
2. Fire extinguisher location
3. First aid location/eye wash stations
4. Emergency exits
5. Bloodborne pathogens
6. Hazard communications
7. Lifting procedure
8. Emergency shut off locations
9. Operations of equipment
10. Lockout/tag out procedure
11. Reporting an injury or unsafe condition
12. Required protective equipment
13. Emergency phone numbers

Please insure that immediate supervisors review this information with all assignment employees prior to the assignment.