



240 FW 1: Supervisor Responsibilities Checklist

✓	The safety program at their respective duty station.
✓	Providing and maintaining safe and healthful working conditions for employees.
✓	Provide safety and health training for employees;
✓	Among the many specific items related to the safety of your employees, Service policy 240, FW1, Safety Program Management, outlines the basic elements of a safety program.
✓	Ensuring that adequate training and equipment is available for employees, volunteers, and others to safely perform their job tasks;
✓	Ensuring adequate supervisory measures are in place to monitor employees, volunteers, and others, and to confirm they are conducting their work activities in a safe and healthy manner;
✓	Establishing a Safety Committee and appoint its members;
✓	Monitoring operations at work sites to detect any unsafe acts or conditions and take appropriate corrective actions;
✓	Arranging for first aid, medical treatment, and transportation for medical treatment, when necessary;
✓	<u>Investigating and reporting</u> accidents that result in or have the potential to cause injuries, illnesses, fatalities, or property damage. The Project Leader/Facility Manager/Supervisor must report fatalities, accidents that hospitalize three or more people, and accidents that result in \$250,000 or more in property damage to line management and the Regional Safety Office within 8 hours (see 240 FW 7, Accident Investigation and Reporting);
✓	Requiring employees, volunteers, and others to use safe and healthful work practices. Acknowledge those who demonstrate exemplary safety and health attitudes and work practices. Take appropriate measures, including personnel disciplinary actions, for those who do not follow safety and health requirements;
	Safety Program management
✓	Ensuring employees, volunteers, and others adhere to the safety and occupational health program;
✓	Providing employees official time to participate in Safety Committee activities;
✓	Providing an atmosphere that allows employees to report safety and health concerns without interference, reprisal, or coercion;
✓	Assigning a facility Collateral Duty Safety Officer for a term of at least 2 years <u>and</u> providing required safety and health training (see 240 FW 2);
✓	Ensuring that employees who work in positions with requirements for medical standards receive instructions on those standards and how to fulfill those requirements. Ensure that this same information is conveyed to potential new hires during the interview process; and
✓	

	Ensuring that personnel whose duties may require occupational exposure to toxic chemicals; physical agents, such as noise, heat, vibrations; or biological hazards above established Permissible Exposure Limits or Threshold Limit Values participate in a Service-provided medical surveillance program (see 242 FW 4).
✓	And finally, each Service safety policy outlines supervisor responsibilities for the respective policy.