3-02/050.10 - Supervisors' Safety Responsibilities

Supervisors are responsible for the safe actions of their employees and the safe performance of machines and equipment used within their operating area. Each supervisor shall:

- Assure safe and healthful working areas for their employees and conduct regular inspections of the work place;
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect Department loss control efforts;
- Take proper corrective action for preventable injuries, vehicle accidents, and liabilities caused by their employees. Where corrective action is beyond the authority of the supervisor, refer the matter promptly to higher levels;
- Instruct employees in safe work procedures and work standards, ensuring that each employee is trained for the job assigned. Be alert to changes in equipment and job conditions and provide retraining as necessary. Encourage employees to make safety suggestions which may eliminate hazards;
- Ensure that the safety equipment and protective devices for each job are available, are used, and used properly. Instruct all employees in the use and need for protective equipment for specific hazardous jobs;
- Ensure that all employees understand their responsibilities in the area of safety and that compliance with health and safety regulations is mandatory. Cooperate with the Department of Human Resources staff and Cal/OSHA or other governmental personnel making official inspection or inquiries regarding matters of health and safety;
- Investigate each injury and/or damage incident that occurs in their work area to ascertain the causes and make recommendations to prevent recurrence. Refer injured employees for medical treatment in the manner prescribed by the county and the Department; and
- Consult with their unit commander regarding a medical reevaluation for an employee when the supervisor thinks an employee's physical condition creates a safety hazard.

Supervisors shall be accountable for preventable injuries, vehicle accidents, and liabilities incurred by their employees.