



## Health and safety responsibilities of supervisors

Everyone at the workplace has a role to play to help ensure health and safety on the job. But workers, supervisors, and employers each have specific responsibilities for health and safety.

### Supervisor responsibilities

Supervisors have administrative responsibilities for health and safety. They must act on the directions and guidance given by management and ensure the desired results are achieved. Supervisors direct the work of others.

Supervisors' responsibilities also include the following:

- Ensure the health and safety of the workers they supervise.
- Know the hazards of the work they supervise.
- Enforce all aspects of the company's health and safety requirements.
- Ensure all workers are adequately trained in the safe performance of their jobs. Check on their progress regularly.
- Ensure only authorized, properly trained, certified crane operators use cranes.
- Ensure personal protective equipment is used correctly and kept in good condition.
- Ensure that cranes and other equipment are properly handled, stored, and maintained.
- Inspect for and correct unsafe acts and conditions before allowing work to start or continue.
- Report and investigate all incidents.
- Consult with the joint health and safety committee or



worker health and safety representative.

BC Crane Safety has developed a series of bulletins and safe work practices for people who are responsible for supervising crane operators. These resources, which include checklists, are aimed at helping supervisors to be as effective as possible. See [bccranesafety.ca/supervising-crane-operators](https://bccranesafety.ca/supervising-crane-operators).

### Employer responsibilities

The employer has the ultimate responsibility for ensuring a safe and healthy workplace. To that end, the employer's responsibilities include the following:

- Establish and enforce health and safety requirements specific to the workplace. This includes developing policies and procedures and implementing a comprehensive health and safety program.
- Ensure boom truck, mobile, and tower crane operators are certified by BC Crane Safety.
- Ensure workers are informed of hazards and trained and

- supervised to work safely.
- Provide first aid facilities and services.
- Ensure personal protective equipment is available and maintained.
- Investigate incidents, and report serious workplace

- Correct unsafe situations when reported or identified.
- Support supervisors and workers in their health and safety activities and provide supervisors with training.
- Consult with joint health and safety committees or worker health and safety representatives.

***Workers Compensation Act* reference: Part 2, Division 4, sections 21–23**

incidents, injuries, and illnesses to the authorities.

Project: .....

Address: .....

Employer: .....

Supervisor: .....

Date: .....

Time: .....

Shift: .....

Number in crew: .....

Number attending: .....

Other safety concerns or suggestions: .....

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**Record of those attending:**

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Manager's remarks: .....

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Manager: .....  
(Signature)

Supervisor: .....  
(Signature)

For more information on health and safety requirements for crane operations in B.C., refer to the *Workers Compensation Act* and the OHS Regulation on [worksafebc.com](http://worksafebc.com).