

Supervisors / Team Leader H&S Aide memoir

Effective Health & Safety requires:

- **COMMITMENT**
Visible management involvement in health & safety.
To provide training and resources.
To check and improve health and safety performance.
- **CULTURE**
Promote a positive safety culture to ensure everyone values the importance of preventing injuries and maintaining continuous improvement in work performance.
- **COMPETENCE**
All individuals to recognise responsibilities, risks and take effective precautions to prevent injury to themselves and others.
- **COMMUNICATION**
Clear, unambiguous, written procedures where there are greater risks. Regular reinforcement through discussions.
- **CO-OPERATION**
Within and across teams and between organisations sharing workplaces or staff. Involve the learner in the process.
- **CONTROL**
Especially of higher risk activities and protection of those persons who are most vulnerable, for example young persons.
Use of training, written procedures and supervision.

Guidance for supervising learners

A good supervisor should:

- **ASSESS** the learners ability/competence for each task
- **IDENTIFY** hazards that could injure the learner at work.
Young persons are more vulnerable and may require closer supervision than other employees
- **PUT IN PLACE** effective controls/precautions to prevent injury, for example, guards, barriers, prohibitions, inspections, spot checks, information, training, procedures and supervision
- **DEMONSTRATE** the correct procedures at slow pace if necessary
- **ALLOCATE** tasks according to the individuals capability and provide direct supervision until they are competent
- **CHECK** their understanding of the correct procedure and relevant precautions
- **OBSERVE** their performance and repeat the demonstration if necessary to reinforce understanding
- **INFORM** the learner of where they can get help/advice in your absence and what to do if they are unsure. Ensure the learner is aware of emergency procedures
- **ISSUE AND ENFORCE** any written safe working procedures and protective equipment/clothing associated with the task