

## Supervisor Responsibilities

Supervisors in particular play a vital role in ensuring the health, safety and welfare of Council employees under their supervision both in an operational sense and in accordance with legislative obligations.

In terms of workers compensation, Supervisors have a role in reporting of injuries, investigation of accidents and rehabilitation of injured workers, in accordance with Council's Return to Work Program (RTW Program).

In terms of Occupational Health & Safety (OH&S), Supervisors have a role in implementation of Council's OH&S Policy, protection of workers from injury and the continuous improvement of OH&S performance.

The following is a summary of responsibilities associated with a Supervisory role within Council.

### Workers Compensation and Injury Management:

- i. Encourage all incidents to be reported to Supervisor immediately.
- ii. Facilitate prompt provision of first aid or medical attention where required.
- iii. Ensure appropriate incidents are recorded (Incident Report Form).
- iv. Commence accident investigation within 24 hours in consultation with worker / others.
- v. Refer incidents to RTW Coordinator or other designated contact person in accordance with Council's procedures (RTW Program).
- vi. Support injured worker and reinforce Injury Management obligations (ie. recovery and RTW).
- vii. Facilitate provision of suitable duties and assist to develop RTW Plan where required.
- viii. Ensure time off covered by a WorkCover NSW Medical Certificate is recorded on all time sheets / attendance sheets as relating to workers compensation.
- ix. Advise injured worker to promptly provide all accounts for treatment, medical appointments, X-Rays, prescriptions, etc. to the RTW Coordinator (or other designated contact). **Note that treatment should be obtained outside working hours where practical.**
- x. Facilitate safe and durable upgrading of duties / hours to achieve pre-injury status.

### Occupational Health & Safety:

- i. Promote conformance with Council OH&S Policy and procedures.
- ii. Conduct workplace inspections and implement hazard identification processes.
- iii. Liaise with Safety Committee / representatives on workplace health & safety matters.
- iv. Develop work procedures to ensure health & safety awareness and practice.
- v. Provide new employees with OH&S Induction and instruction / training in specific work practices.
- vi. Monitor adherence to health & safety work practices / procedures on daily basis, and utilise disciplinary procedures in appropriate non-conformance situations.
- vii. Where an incident or accident occurs ensure the site is safe before allowing other workers to re-commence work.
- viii. Investigate all incidents and accidents to identify possible causes / contributing factors and solutions in order to prevent a similar recurrence.
- ix. Ensure the appropriate and regular maintenance of plant, tools and equipment.