

S8 – Assistant Manager/Supervisor/Foreman Duties & Responsibilities H&SD&R09

What are the assistant manager's/supervisor's/foreman's duties and responsibilities?

Reporting to the responsible manager he/she shall:

- Fully familiarise himself/herself with the company Health and Safety Policy and relevant legislation;
- Continually assist in the development and maintenance of safe working practices;
- Ensure adequate supervision is available at all times, especially where young or inexperienced personnel are a consideration;
- Conduct himself/herself in a manner befitting his/her position and set an example to those in his/her charge in all matters concerning health and safety;
- Ensure all statutory and company safety rules are observed by himself/herself and those he/she is responsible for by safety sampling;
- Ensure all safety devices are properly fitted and maintained;
- Ensure all machinery and equipment is satisfactorily maintained and safe to use;
- Ensure that equipment and substances are only used for the purpose for which they have been provided;
- Ensure corrective action is taken regarding unsafe situations;
- Ensure all defects in his/her area of responsibility are promptly reported and rectified;
- Ensure the maintenance of good housekeeping standards within his/her area of responsibility;
- Seriously consider any representation regarding health and safety from other employees and pass such representation on to the responsible manager;
- Attend safety committee meetings when required;
- Assist the employees in undertaking risk, COSHH and noise assessments and developing safe systems of work; and
- Undertake and record such inspections as may be required by the operations.

