

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	Responsibilities and Accountabilities of Supervisors and Leadworkers	
KEY TEACHING POINTS		
<p>Every supervisor and lead worker must consider the maintenance of a safe working environment and a safe working practices as an essential and integral part of their supervisory responsibilities. Specifically, these duties include:</p> <ul style="list-style-type: none"> • Compliance with the goals and objectives established in the department/division injury and illness prevention programs. • Stimulate interest in safe working practices through personal example. • Supervising and evaluating employee safety performance. • Observing and correcting unsafe employee acts through counseling, training, and if necessary, disciplinary action. • Inspecting the work site and examining job requirements for unsafe conditions and practices and take corrective measures as appropriate. • Reporting and investigating all on-the-job injuries, illnesses, near-miss incidents, and safety concerns submitted by employees. Take corrective action, as necessary, to eliminate unsafe practices and condition. • Carrying out a continuous safety program of inspections, observations, new employee orientation, job safety analysis, training and retraining and recognition of employee. • Advising department/division heads of the need for safety equipment and devices. • Ensuring that safety equipment is available, kept in good condition, and properly used or worn by employees. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 The line supervisor and leadworker are responsible for providing a safe workplace for employees.		
2 The line supervisor and leadworker shall observe and correct unsafe employee acts through counseling, training, and if necessary, disciplinary action.		
3 The line supervisor and Laborer shall inspect work site and examine job requirements for unsafe conditions.		
4 The line supervisor and leadworker shall report and investigate all on-the-job injuries, illnesses, near-miss incidents, and safety concerns submitted by employees.		
5 The line supervisor and leadworker shall ensure that safety equipment is available, kept in good condition, and properly used or worn by employees.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1.T, 2.T, 3.F, 4.T, 5.T