What Every Front-Line Supervisor Needs to Know

Lori Moen – Monarch Paving
Marv Gjerning – Jennie-O Turkey Store Inc
Erica Kunze – Lakeside Foods
3 Different Companies
3 Different Operations
1 Common Ground – SAFETY!!
Management and Supervisor Priorities

- Productivity,
- Quality,
- Safety

“Safe quality production, all day everyday.”
Four Elements of VPP

- Management Leadership & Employee Involvement
- Worksite Analysis
- Hazard Prevention and Control
- Safety and Health Training
What does a Front-Line Supervisor Need to do his Job

- Good communication from top to bottom
- Knowledge/Resources
- Training
- Disciplinary procedure
- Management commitment and Support
- Hazard Recognition
- Employee Involvement
Management’s Expectations of a Front-Line Supervisor

- Knowledge of company policies & procedures
- Utilize training to train those they are supervising
- Recognize & Confront unacceptable behavior
- Recognize & Reward desired behavior
- Accountability
- Encourage Employee involvement from those they are supervising
- Good communication from the bottom to the top
- Recognize & Correct Unsafe Conditions
Knowledge of Policies and Procedures

- Supervisors should know and understand company policies and procedures.
- These policies and procedures establish how workers can do their jobs in a safe manner and comply with regulatory requirements.
- The expectation should be 100% compliance.
Utilize Training

- Supervisors should use their training to train those that report to them.
- Training is both in the classroom or “tool box talks” and on the job.
- Supervisors should coach their people while they are working.
Recognize and Correct Unsafe Conditions

- Supervisors should correct unsafe conditions
- What caused those conditions?
- Take actions to correct.
Recognize and Confront Unsafe Behavior

- People do unsafe things
- Supervisors should recognize these and confront them
- This means explaining what was unsafe as well as how the person should do the task safely.
- Supervisors establish the “Acceptable level of risk.”
Recognize and Reward Safe Behavior

- Supervisors should focus on positive events.
- Recognize those who follow all the rules.
- Thank those who take extra precautions and look out for the safety of those around them.
Accountability

- Supervisors need to take responsibility for the actions of their people.
- Supervisors should believe that all accidents are preventable.
- Management should hold those who supervise accountable for the performance of their people.
Encourage Employee Involvement

- People are a company’s biggest asset.
- People who do the work are the ones that have the best ideas to make improvements in the work environment and the work practices.
- Supervisors should actively promote involvement of their people to identify problems and implement solutions.
Good Communication

- Supervisors need to keep their supervisors informed.
- If they are having problems with safety their supervisor should be a resource.
- Supervisors are the ones that have to make company policies and procedures a reality on the job.
Discussion

- This was a brief presentation of what the role of a supervisor should be to promote safety.

- Questions or ideas you wish to share?