

# Supervisors / Team Leaders

## Health and Safety Aide Memoir

### Effective Health and Safety requires:

#### Commitment

To set and regularly measure health and safety performance.  
To provide training and resources.  
Visible management involvement in health and safety.

#### Culture

Promoting a positive safety culture to ensure everyone values the importance of preventing injuries and maintaining continuous improvement in work performance.

#### Competence

Of all individuals to recognise responsibilities, risks and effective precautions to prevent injury to themselves or 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 people who are most vulnerable, for example, young people. Use of training, written procedures and supervision.

# Guidance for Supervising Learners

- **Assess** the learner's abilities/competence for tasks.
- **Identify** hazards that could injure the learner at work. Young people 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 procedure at slow pace if necessary.
- **Allocate** tasks according to an individual's capability and provide direct supervision until they are competent.
- **Check** their understanding of the correct procedure and precautions necessary.
- **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 they are aware of emergency procedures.
- **Issue** any written safe work procedures and protective equipment/clothing associated with the task.

part of the  learner good practice series