



Supervisor Assessment Checklist

This simple checklist will help you to assess your supervisors' skills related to the supervision of young and new workers

Supervisor name _____ Department _____

Responsibilities	Yes ✓	No ✓	Action required
Does the Supervisor understand why young workers are considered vulnerable?			
Is the Supervisor aware of his/her legal responsibilities related to the health and safety of the young workers who report to him/her?			
Does the supervisor understand the definition of a new worker?			
Is the Supervisor aware of his/her legal responsibilities related to the Health and Safety of any new workers assigned to his/her department?			
Does the Supervisor always lead by example?			
Does the Supervisor take the time to explain new jobs to workers before expecting the worker to do the job?			
Does the Supervisor watch new and young workers perform the job until they are sure they know how to do it safely?			
Does the Supervisor conduct regular Safety Talks for all of the workers who report to him/her?			
Does the Supervisor ensure everyone follows safety rules and does he/she use appropriate discipline to enforce it?			
Does the Supervisor provide workers with written instructions where necessary to protect them			
Does the Supervisor ensure all hazards are explained and complete job-specific safety training is provided before the work is assigned			
Does the Supervisor explain the importance of prompt reporting of unsafe conditions and health and safety concerns			
Does the Supervisor ensure that all workers understand how to report health and safety concerns or incidents?			
Does the Supervisor regularly conduct job observations			
Does the Supervisor make themselves available to answer questions and provide advice			
Does the Supervisor follow company procedure for reporting problems to senior management?			
Does the Supervisor always complete the required documentation for all safety related issues?			
Does the supervisor maintain health and safety documentation as specified by the company policy?			

Date of assessment _____

Was this assessment reviewed and discussed with the individual? Yes / No