

Supervisor Assessment Tool (SAT)

Assessor: _____ Date of assessment: _____ Reason for assessment: _____

Employer: _____ Supervisor Name/Title: _____ Years supervising: _____

Competency assessment (Part 1)

(Years for employer / Total years)

How to score supervisor <u>knowledge</u>					
Yes	The supervisor has sufficient knowledge				
No	The supervisor has no or very little knowledge				
N/A	The provision doesn't apply at this workplace				
Supervisors must be knowledgeable about the <i>OHS Act</i>			Knowledgeable		Section
			Yes	No*	
Duties of a employers, supervisor & employee (sections 9, 9.1 & 12)					9(2)(c.3)(i)
Right to refuse steps (sections 19 to 23)					
Discriminatory action (sections 24 to 27)					
Injury, exposures & catastrophic events reporting (section 43)					
Orientation and training of new employees (section 8.2)**					9(2)(c.3)(ii)
Safety Policy (sections 8(1) or 17(1))					9(2)(c.3)(iii)
Health & Safety Program (section 8.1)**					
Other matters related to H&S (<i>Act & Regs</i>) – must be generally familiar with requirements					9(2)(c.3)(vi)
• First-aid (kits, provider, room, emergency communication procedure) as example					
• JHSC or H&S Rep (members, minutes, etc.) as example					
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* Every "No" shall be addressed by providing education or writing recommendations or orders.

** When employer has little or no infrastructure in place (orientation & program), orders must be written under the appropriate section of the legislation to develop these and the assessment stops (do not move to Part 2). Once infrastructure in place, assessment can be restarted.

Competency assessment (Part 2) & Sufficiency assessment

Officer is to identify the type of work (tasks) being supervised and assess the supervisor's knowledge of the regulations that apply to the task, the procedures with respect to hazards to which their employees are exposed and the protective equipment required to ensure H&S of their employees for each type of work (task).

Examples of type of work (tasks) include: Working at height, demolishing a building, felling trees, servicing power mobile equipment, disposing of hazardous substances, excavating material from a quarry, hoisting material, erecting scaffolding, confined space entry, moving product in a warehouse, welding, operating machines, installing electrical equipment, patient/resident care, road building, serving clients in retail/service industry.

Supervisor Assessment Tool (SAT)

Type of work (tasks) (Field observations may be required for competency & sufficiency assessments of tasks)	Competency Assessment (Part 2)			Sufficiency assessment with respect to each type of work listed Note: Do not perform sufficiency assessment for supervisors who aren't competent as per Part 2						
	9(2)(c.3)(i)	9(2)(c.3)(iv)	9(2)(c.3)(v)	9(2)(c.4) - Factors to determine how much supervision is required			Level of supervision		Sufficient Supervision** (Yes - No*)	
	Supervisor has sufficient knowledge of Yes - No* - N/A			Complexity Low-0 / High-1	Written & detailed procedures Yes-0 / No -1	Employees familiar with task Yes-0 / No -1	Risk Low-0 / High-2	Low < 2		High = 4+
	Regulation	Procedure or CoP	Protective equipment					Medium = 2 to < 4		
							Required (based on total score)	Provided (based on observations)		

* Every "no" shall be addressed by providing advice or writing recommendations or orders.

**Required > Provided – No sufficient supervision
Required ≤ Provided – Yes, sufficient supervision

Complex tasks: Tasks with interconnecting parts requiring increased attentiveness. These tasks require a lot of practice before employees become competent at them. E.g. balancing plastic plates on your head while skipping rope is complex, while being shot out of a canon is not complex.

High risk tasks: Construction, mining, work that involves confined space, when medical help is not readily available, working on electrical transmission, generating and distribution systems, machine shops, gas, oil and chemical processing plants, woodland, sawmill or lumber processing plants, brewery or beverage processing plants, meat packing or processing plants, working with explosives, working with heavy equipment, health care, diving, workplace with high potential of violence. E.g. balancing plastic plates on your head while skipping rope is not high risk, while being shot out of a canon is high risk.

Guide to determine Provided level of supervision (based on observations)

Low – Minimal daily contact or follow-up by the supervisor with employees. Supervisors don't often observe task performance. Supervisors may not be readily accessible to respond to questions and provide direction.

Medium – Some daily contact with employees. Supervisors have the necessary time and ability to observe task performance. Supervisors are readily accessible to their employees to respond to questions and provide direction.

High – Frequent daily contact by the supervisor with the employees being supervised (at least 50% of the time). Supervisors often observe task performance. When not 'on the shop floor', supervisors are readily accessible to their employees to respond to questions and provide direction.