

# Logging Supervisor- General Practices/Guidelines

## Supervising for Health & Safety

Supervisors play an important role in promoting and maintaining workplace safety. Their words and actions demonstrate how they view and value health and safety. The supervisor's attitude influences how workers approach and practice safety on the job; to them the supervisor's attitude reflects the company's values. A good supervisor's attitude has no prejudices (e.g. racial, personal, religious, political, sexual orientation,..etc.) and treats all workers equally and fairly.

**A supervisor is anyone who instructs, directs, and controls workers as they carry out their work tasks. This could include owners, managers, superintendents, charge hands, lead hands, foremen, department heads, journeymen, and trainers.**

Supervisors are well-positioned to be safety champions. Effective supervisors are intentional and purposeful in promoting health and safety. They should perform regular safety activities, such as inspections, observations, investigations, or crew talks. Other activities may be linked to annual departmental safety plans.

Some routine safety-related actions supervisors may take include:

- Providing workers with training before they undertake new tasks
- Verifying workers' performance meets safety expectations
- Correcting improper and unsafe work activities and conditions
- Identifying any new workplace hazards and taking steps to ensure everyone stays safe
- Reinforcing safe and proper work performance
- Recording a daily entry in a supervisor journal or log book.
- Ensuring all documentation is clear, appropriate, and frequent, showing a systematic approach to safety
- Maintain personnel records.

By measuring whether workers are meeting health and safety expectations and completing required activities, you can help drive and embed safety as an organizational value. The demonstration by supervisors of how important health and safety is will then be passed on to the workforce.

## **Preworks, Assessments and Inspections.**

Activities that supervisors would monitor and assess include:

- Monitor workers to ensure that safety regulations are followed, warning or disciplining those who violate safety regulations.
- Monitor all worker's physical and mental health throughout the workday and especially before they start work.

- Monitor logging operations to identify and solve problems, improve work methods, and ensure compliance with safety, company, and government regulations.
- Change logging operations or methods to eliminate unsafe conditions.
- Monitoring and training of young workers.
- Train and monitor workers in forestry techniques.
- Determine effective logging techniques or methods.

There are several types of inspections that a supervisor should be involved with including:

- Inspect products or operations to ensure that standards are met.
- Inspect equipment to ensure that standards are met.

Management and supervision of workers, operations and work plans would include:

- Assign to workers duties such as trees to be cut, cutting sequences and specifications, or loading of trucks, railcars, or rafts.
- Assign duties or work schedules to employees.
- Supervise or coordinate the activities of workers engaged in logging operations or silvicultural operations.
- Communicate with other workers, sub-contractors and Licensee to coordinate activities.
- Direct activities of logging employees and stakeholders.
- Plan or schedule logging phase operations, such as felling or bucking trees or grading, sorting, yarding, or loading logs/hauling.
- Coordinate all logging related activities.
- Communicate with logging personnel regarding forest harvesting or forest management plans, procedures, or schedules.
- Communicate with other contractors/workers to coordinate activities.
- Determine logging operation methods, crew sizes, or equipment requirements, conferring with mill, company, or forestry officials as necessary.
- Estimate labor or resource requirements for forestry operations.
- Coordinate dismantling, moving, and setting up equipment at new work sites.
- Coordinate the selection and movement of logs from the block or storage areas, according to transportation schedules or production/volume requirements.
- Schedule work crews, equipment, or transportation for several different work locations.
- Prepare production or personnel time records for management.
- Resolve work problems and recommend measures to improve work methods.
- Instruct workers to recognize unsafe work conditions and modify work procedures.
- Ensure that government regulations are met.
- Designate a supervisor, when they have to leave the worksite.

**Do you instruct, direct and control workers in the performance of their duties?**

If yes, then you are a supervisor.

A supervisor must:

- 1) Ensure the health and safety of all workers under their direct supervision,

- 2) Ensure that the workers under their direct supervision are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and comply with all safe work requirements,
- 3) Cooperate with other persons carrying out duties related to the health and safety of workers, and
- 4) Communicate unsafe conditions to management and workers applicable to the work being supervised.

Supervisors Role in Safety includes:

- Communicate safety rules and procedures to workers.
- Ensure workers understand them.
- Ensure workers follow them.
- Conduct safety meetings and follow up communications.
- Conduct emergency planning and implementation.
- Report unsafe behaviour.
- Report and/or investigate incidents.
- Participate on the safety committee/team.
- Be a resource for workers, and help them make safe decisions.
- Lead by example.
- Set the tone towards safety.

Key Things to Remember:

- Supervisors have a responsibility to ensure workers are aware of and behave consistently with their responsibilities.
- Establishing safe work practices and ensure they are implemented is better than reacting to incidents.
- Don't assume people are aware of hazards.
- Controlling hazards for every worker on the site is critical in ensuring safety.
- Practicing due diligence by documenting your actions.
- Everyone in the forest industry needs to be qualified to do their work safely. This includes anyone doing the work of a supervisor.
- Qualified means being knowledgeable of the work, the hazards and the means to control the hazards, by reason of education, training, experience or a combination thereof.

As a supervisor your employer must support you to ensure the health and safety of workers carrying out their work under your supervision and to ensure the health and safety of all workers at the worksite.

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