Supervision

It is important to monitor your safe system of work to check it is working and being delivered correctly. For this reason, the Health and Safety at Work Act says you must provide suitable and sufficient supervision. This does not mean you must stand over people 100% of the time. A newly trained person may require close supervision at first, but as you gain confidence in their ability your level of supervision is likely to reduce. High risk activities might require closer supervision than those less hazardous activities.

To help you provide adequate and appropriate level of supervision for those conducting tasks, you might consider the following:

	Y	N
Supervisors need to know what you expect from them in terms of health and safety.		
• Do they understand your health and safety policy, where they fit in, and how you want health and safety managed?		
• Have supervisors received training in the specific hazards of your processes and how you expect the risks to be controlled?		
• Are supervisors aware of the specific control measures to protect against risk?		
• Are supervisors kept up to date with current control measure to ensure they are being properly used, maintained, and monitored?		
• Do supervisors ensure that those in their charge understand risks associated with the work environment and measures to control them?		
It may be prudent to provide closer supervision in certain circumstances. Do you increase the level of supervision if:		
• You have new, inexperienced people		
• You have young people		
• You have people whose first language is not English		
Are supervisors familiar with the possible problems due to unfamiliarity, inexperience, and communication difficulties?		
Are all aware of how to raise concerns?		
Do you have arrangements in place to check the work of contractors is being done as agreed?		

Good supervision can help you monitor the effectiveness of the training people have received, and whether people have the necessary capacity and competence to do the job.

Remember, once you are satisfied work is being conducted safely you can reduce the level of supervision. It is recommended you revisit and periodically supervise to measure the continued level of safety