

**ORGANIZATION AND ADMINISTRATION  
SUPERVISOR/FOREMAN ROLE  
105**

I. PURPOSE

To establish guidelines for the position of "supervisor/foreman". The term "supervisor/foreman" as used is applicable to all supervision below Administrative staff. Each supervisor/foreman is responsible for:

- Ensuring the safety and health of all employees
- Protecting property from accidental losses
- Ensuring that facilities and employee work practices comply with all applicable safety and health laws and regulations
- Protecting the public and the environment
- Continuously demonstrate a personal concern for employee well-being through: setting examples, observing and correcting unsafe work practices and hazardous conditions, and consistently enforcing documented safety policies, procedures.

II. RESPONSIBILITIES

- A. The supervisor/foreman must set the example for his/her employees by following loss prevention policies, procedures, and safe work practices, as well as established company ethics.
- B. The supervisor/foreman shall actively participate in all safety meetings and safety training.
- C. The supervisor/foreman is expected to set and maintain high standards for housekeeping to reduce the potential for injury, illness, and property losses.
- D. The supervisor/foreman is responsible for instituting accident investigations as soon as possible following an accident; assisting in identifying corrective measures; and ensuring that corrective measures are taken to prevent a recurrence of a similar incident.