This checklist is intended to help you, the employer, with potential topics that should be covered with your supervisors during training. You may need to customize this checklist with workplace-specific topics related to your operations.

# New Supervisor Training Checklist

Supervisor Name/ID Number: Date of Hire:

| Topic | Trainer Name & initials | Supervisor (initials) | Date |
| --- | --- | --- | --- |
| **General Supervisor Responsibilities**  |  |  |  |
| Supervisor & employee dress code |  |  |  |
| Timekeeping and rest break policies |  |  |  |
| Prohibition against alcohol/drug use |  |  |  |
| Confidential records |  |  |  |
| Handling of personnel issues/disciplinary procedures |  |  |  |
| Sexual harassment training (must be 2 hours long) |  |  |  |
| Multi-employer worksite considerations/responsibilities |  |  |  |
| Labor relations/union requirements |  |  |  |
|  |  |  |  |
| **Jobsite Postings/Required Documents**  |  |  |  |
| General workplace postings |  |  |  |
| Code of Safe Practices (Construction industry) |  |  |  |
| Emergency Medical Services Plan (Construction industry) |  |  |  |
| Heat Illness Prevention Program (any outdoor worksite) |  |  |  |
| Safety Data Sheets |  |  |  |
|   |  |  |  |
| **Reporting Work Related Injuries** |  |  |  |
| Required documents that need to be provided |  |  |  |
| Reporting time periods for all injuries  |  |  |  |
| 300, 301 & 300A Logs |  |  |  |
|  |  |  |  |
| **Injury and Illness Prevention Program (IIPP) Responsibilities** |  |  |  |
| * Responsibilities and accountability
 |  |  |  |
| * Monitoring for compliance with and enforcing safety rules
 |  |  |  |
| * Employee communication/safety meetings - frequency and topics, two-way communication
 |  |  |  |
| * Periodic inspections and identifying hazards - methods, forms to be used, frequency
 |  |  |  |
| * Correcting hazards in a timely manner and prioritization of hazards to be corrected
 |  |  |  |
| * How to complete an accident investigation and identify root causes of the accident
 |  |  |  |
| * Employee safety training requirements – methods of training, and monitoring employees for effectiveness
 |  |  |  |
| * Employee access to the IIPP
 |  |  |  |
| * Required records/documentation to produce/maintain
 |  |  |  |
|  |  |  |  |
| **Supervisor Responsibilities Under Other Safety Programs/ Workplace Hazards** |  |  |  |
| Requirement to walk the jobsite before employees arrive to evaluate hazards (Construction) |  |  |  |
| Ensuring adequate supply and condition of personal protective equipment (PPE) used by employees |  |  |  |
| Machine guarding requirements/ prohibition against removing guards |  |  |  |
| COVID-19 Prevention Program |  |  |  |
| Heat Illness Prevention Program |  |  |  |
| Hazard Communication Program |  |  |  |
| Respiratory Protection Program |  |  |  |
| Silica Exposure Control Plan |  |  |  |
| Emergency Action Plan |  |  |  |
| Fire Prevention Plan |  |  |  |
| Emergency Medical Services Plan (Construction) |  |  |  |
| Fall Prevention Plan (site specific plan for when conventional fall protection is not practical) |  |  |  |
| Forklift Safety Program |  |  |  |
| Fleet Safety |  |  |  |
| Trenching/Excavation |  |  |  |
| Safe Lifting/Material Handling |  |  |  |
| Bloodborne Pathogens Exposure Control Plan |  |  |  |
| Lockout/Tagout Program |  |  |  |
| Confined Space Entry Program |  |  |  |
| Workplace Violence Prevention Program (healthcare) |  |  |  |
| Safe Patient Handling (healthcare) |  |  |  |
| Aerosol Transmissible Disease Prevention (primarily health care) |  |  |  |
| Hearing Conservation Program |  |  |  |
| Ergonomics Program |  |  |  |
|  |  |  |  |
|  |  |  |  |

Signature of Supervisor: Date:

Signature of Training Coordinator: Date: