



Name: _____ Employee #: _____

Division: _____ Position: _____

Critical Success Factors for Safety Leaders and Supervisors

We want you to be successful and understand your safety roles and responsibilities. Please review the following expectations that will empower you to be an effective safety leader.

- Do you understand your Supervisory Safety Responsibilities?
- Do you understand the role of safety leaders to reduce Serious Injuries and Fatalities?
- Have you read *Winning with Accountability*?
- Have you read *Safety 24/7*?
- How to have *Safety 24/7 Conversations* to reinforce safe behaviors and to correct “at risk” behaviors?
- Responding appropriately to requests for “Safety Timeouts”?
- Do you have a copy of the Yellow *Procedural Reference Guide*?
 - How to use it and the associated forms?
 - Duties for reporting, reviewing and responding to incidents and injuries?
 - When to drug test?
- Properly using the Safety Orientation Video and New Hire Orientation Checklist?
- Ensuring new hires receive job- and task-specific training prior to being assigned field/plant/shop work?
- Encouraging and enforcing hearing protection and other PPE and safety equipment?
- Promoting or leading Worksite Warmup exercises (Industrial Athlete Training Program)?
- Completing exposure-specific Safety Pre-Task Planning?
- Understanding of Supervisors’ required Safety Communications?
 - Weekly Field/Project Inspections and submitting them?
 - Weekly Toolbox Meetings and submitting them?

I, _____, will do my part to lead by example. I understand and commit to the WYE and Safety 24/7 program. I will be proactive in focusing on prevention and positively reinforce safety.

I, _____, affirm that the above-named employee has received instruction/coaching in the expectations required for safety supervision as outlined in this orientation checklist.

Employee Signature

Supervisor Signature

Date