

Prerequisites: This course shall have no formal pre-requisite.

Course Length: 8 hours – Course length shall vary depending on the number of delegates. Total course time includes breaks.

Class Size: The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom session.

Course Objective

- Provide delegates with important concepts related to supervisor responsibilities.
- Review the requirements associated with Safety and Environmental Management Systems
- Discuss the significance of Management of Change
- Instruct delegates in Hazard Recognition techniques
- Demonstrate the steps of writing a JSA
- Describe the use of Stop Work Authority
- Relay information about drugs and alcohol and the associated supervisor duties
- Review incident investigation concepts and techniques
- Delegates should be able to demonstrate knowledge during written examination.

Course Design

- Power Point© / Lecture / Audio Video / Visual Aids

Successful Course Completion

- Requires a minimum score of 75% or better.
- Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.
- Delegates will have no more than thirty (30) minutes to complete the exam.

Course Content Summary

- Classroom

Breaks: 10 minutes (approximately every hour)

Lunch: 1 Hour (if applicable)

Course Outline

Safety & Environmental Management System (SEMS II)

- What is SEMS?
- Regulatory Agencies
- SEMS Compliance

Management of Change (MOC)

- About MOC
- Procedures
- Considerations

Hazard Recognition

- Fundamentals of hazard recognition and control
- Types of hazards
- Identifying Hazards
- Hazard Recognition Examples
- Risk Assessment
 - Risk Assessment Exercise 1
 - Risk Assessment Exercise 2

Job Safety Analysis

- Why JSA?
- JSA Flow Chart
- Video: JSA
- Five Steps to JSA
- Completing a JSA
 - Identifying Job Steps
 - Identifying Potential Hazards
 - Identifying Solutions to Eliminate Hazards
- JSA Example
- JSA Exercise 1
- JSA Exercise 2

Stop Work Authority

Substance Abuse

- About Substance Abuse
- Drug-Free Workplace Policy
- Employee Assistance Program (EAP)
- Supervisor Responsibility

Incident Investigation

- Definitions
- Introduction
- Why Investigate?



Supervisor Training

Course Outline



- Aims of the Investigation
- The Investigation Process
- Group table top exercises/Incident Investigation Exercise
 - Final Analysis

Practical Session

- None

Training Center Provided Material

- Course Material

Delegate Requirements

- None

Reference Material / Documents

Drug Free Workplace Act 1988

Interpretation of 1904.35(b)(1)(i) and (iv)

DOT 49 CFR 382