

Responsibilities at the Workplace Checklist

Below is a checklist covering the duties of employees and supervisors in the workplace.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- **Employee Responsibilities and Duties**
- **Supervisor Responsibilities and Duties**

Employee Responsibilities and Duties

- Every employee shall adhere to the safety rules and regulations.**
- Employees must take every possible precaution to prevent accidents to themselves, fellow employees, the general public, and to prevent accidents which may cause the loss of, or damage to, property.**
- All employees should make every attempt to be courteous at all times and under all circumstances. Arguments with fellow employees and the general public, whatever the cause, must be avoided.**
- Employees should permit any competent person qualified in first aid to use contents of first aid kits in treating injured persons. Employees should not render treatment themselves unless they are qualified to do so. Improper treatment by persons ignorant of the principles of first aid may result in more harm than good. Employees should assist in calling emergency medical personnel or other required help.**
- It is absolutely necessary that every employee act entirely within the law at all times. In the event of an accident, it must be clear that the conduct of the employee has been within the law.**

- Horseplay is forbidden.
- If an employee observes another employee conducting any operation in a manner dangerous to himself or others, the employee's attention must be immediately called as to the danger. If the employee persists in continuing to work or act unsafely, it is the duty of any employee possessing such knowledge or belief to immediately report the situation to responsible supervisory personnel in charge.
- Any employee who reports for work while under the influence of intoxicating beverages or a narcotic or habit-forming drug, or uses them while on duty, shall be forbidden to work, and will be subject to disciplinary action. An employee who is taking any prescribed medication which alters his or her ability to work safely must notify his or her supervisor and shall not operate machinery, tools, or vehicles.

Supervisor Responsibilities and Duties

- Supervisors shall be held just as responsible for the safety of employees working under their direction as they are for the production of work accomplished.
- Defective equipment shall be reported immediately to supervisors. Equipment shall not be used if it creates a hazard to employees or the public, or if the continued use of the equipment may cause further damage to the equipment itself.
- Supervisors shall plan work in advance to determine the safest, most economical means to accomplish each task. The supervisor shall also be responsible for obtaining and requiring the use of any necessary personal protective equipment (PPE).
- Supervisors shall see that all new or transferred employees and employees unfamiliar with new job assignments are given specific instructions at the time of the assignment. They shall also ensure that precautions are taken in connection with the new job assignment.

- Supervisors shall ensure that safety policies are complied with at all times except when compliance with a particular regulation may constitute more of a hazard. Where or when any exception is taken, the responsibility for the exception rests directly with the supervisor.
- Supervisors shall personally investigate all accidents occurring to, or caused by, any employee, piece of equipment, or motor vehicle assigned to him or her and shall forward a report to his or her supervisor immediately.
- Supervisors who feel a particular work assignment will expose their employees to unusual hazards shall report the condition to their supervisors and plans shall be made to reduce or eliminate the hazards.
- In the event of an accident involving the death of an employee, or the hospitalization of three (3) or more employees, appropriate supervision shall be notified immediately, including OSHA Division within 8 hours of the occurrence as required by OSHA regulations.