SUPERVISING FOR SAFETY IN WOODWORKING

ARE YOU A GOOD SUPERVISOR?
A report by

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SUPERVISING FOR SAFETY

As an employee you have a legal duty to take reasonable care for the health and safety of yourself and others.

As a supervisor you have a legal duty to co-operate with your employer in providing necessary supervision for health and safety.

Your job is not limited to producing a good quality product. Supervisors are a vital link in the chain for effective management of health and safety.

Good supervisors lead by example; they get good results and develop a motivated, safety conscious workforce. You are paid to supervise - and this includes supervising for safety.

Supervisors are often expected to be management’s ‘eyes and ears’ on the shop floor, but HSE investigations in the woodworking industry have shown that supervisors are often unaware of the full range of responsibilities they have as part of the management team.

Your manager must ensure that you know your responsibilities and carry them out.

Does the buck stop with the supervisor?

| NO | and you should seek to avoid that for the sake of everyone's safety |
| BUT | you are a vital link |

This booklet is designed to help you identify your responsibilities for providing a safe and healthy workplace.
Do these comments sound familiar?

These are actual quotes from people interviewed during HSE investigations.

"I could not be bothered to use a jig - it takes up time"
A 57-year-old with 40 years experience severely lacerated his hand on a spindle moulder.

"I was only trying to help out"
Walking through another department where he had no responsibility, a 53-year-old tried to solve a problem on a multicutter moulder with which he was not familiar. His hand was badly injured.

"How will I ever get a girlfriend now?"
An 18-year-old apprentice had a finger amputated while working unsupervised on a tenoner. He was trying to remove a jammed workpiece without isolating the machine.

"There are some rules up in the canteen - I think"
A 44-year-old untrained operator severed the top of his thumb on an unguarded dimension saw.

"No-one told me I was responsible for health and safety"

"I wouldn't insult his intelligence by asking why the guards were not properly adjusted"

"I just make sure we produce a good quality cupboard"

"Does the company have a Health and Safety Policy? I have not seen one"

"He said he was a skilled machinist - I leave guarding and all that to him"
**WHO IS RESPONSIBLE FOR HEALTH AND SAFETY?**

Where do you think each person has particular responsibilities - you may tick more than one box.

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How did you do? Turn the page to find out .........................
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SURPRISED? So were many other supervisors we spoke to............

Read on to recognise the most common and important examples where you have key responsibilities in the chain of control and can make a vital contribution.
Are your machinists trained and authorised?

Do you know what machine or equipment is best (safest) for the job?

Are your workers properly instructed?

What choices do you have?

Is the person you have chosen to do the job sufficiently confident, reliable, experienced etc to do it safely, or are you putting square pegs into round holes?

How do you decide how much direct supervision you need to give to ensure safety?

DID YOU MAKE THE RIGHT CHOICE?
A SAFE WORKPLACE

IS YOUR SHOP/DEPARTMENT A SAFE PLACE IN WHICH TO WORK?

Do you stop your workers skylarking?

How do you ensure that the workplace is kept clean and tidy?

Who keeps the gangways and working places clear? Does the system work?

Where is eating and drinking permitted in the workplace?

How do you ensure that your workers wear suitable (safe) working clothes?

What do you do to identify the hazards to your workers in your workshop?

DO YOU KNOW WHAT GOES ON WHEN YOUR BACK IS TURNED?
MOVING AND STORING GOODS

HOW SAFE IS YOUR SYSTEM FOR TRANSPORT AND HANDLING?

What can be stored, how and where?

Who is allowed to drive the lift truck and other lifting machinery and why?

Do you and your workers know the correct lifting techniques for manual handling?

Do you ensure that any handling aid that is provided is properly used?

How safe are your stacks of timber or boards? How high can they be?

Are there any designated traffic or pedestrian routes in your workshop or department? Do you ensure that they are kept clear?

What would you do if you saw someone riding on the forks of a lift truck? Would you report them?

THE VAST MAJORITY OF FATAL ACCIDENTS IN WOODWORKING INVOLVE POOR HANDLING OR STACKING
Do you know what substances are used in your workshop?

Do you and your workers know the risks from working with hazardous substances?

Do you stop dry sweeping and the use of air lines to clean up dust?

When is it necessary to wear respiratory protective equipment and how do you ensure that it is worn?

Is dust extraction equipment provided? If so, is it used and properly positioned?

What steps have already been taken to control exposure to hazardous substances? What should be your contribution?
How noisy is your workshop?

Where in your workshop is it necessary to wear ear defenders and how do you ensure that they are worn?

What is the significance of reducing the noise levels at source by 3 dB?

What steps have already been taken to reduce noise levels and what further steps are planned?

Are noise enclosures properly maintained and used?

Are you and your workers aware of the risks from noise?
HOW DO YOU STOP FIRES STARTING AND PREVENT THEM FROM SPREADING?

Are flammable liquids used in your workshop and if so how much is allowed to be stored there?

What system do you maintain to prevent accumulation of sawdust, woodwaste and offcuts in your workplace? Does this system work?

Where are the fire extinguishers and do you know how to use them?

Can you and your workers get to all the exits and then to a safe place without hindrance?

What would you do if you saw evidence of cigarette smoking in the area where flammable liquids are stored or used?

What do you do to ensure that lids are put back onto cans of flammable liquids when they are not in use?

Do you and your workers know what to do in the event of fire? When was the last fire drill?

YOU CAN STOP THE PLACE GOING UP IN FLAMES
What do you mean by safe working practices and how do you ensure that they are adopted?

Who sets up the machines and are you certain that the correct safety procedures are followed?

Do you periodically inspect the machines and guards to ensure that they are properly maintained?

How often do you have to tell your machinists to properly adjust the guards? Do you have to tell them more than once in a day or shift?

THE WOODWORKING INDUSTRY HAS THE WORST MACHINERY ACCIDENT RATE
Be honest

Are you as safety conscious as you thought you were?

So where do you go from here?

Find out what your health and safety responsibilities are and their limits. How do these link with the responsibilities of operators and managers? Your job description and the company health and safety policy should help you do this.

You cannot supervise effectively for health and safety unless you have been properly trained.

Once you are sure what your health and safety responsibilities are, you will be able to supervise confidently. People working for you, regardless of their age or experience, will know that you are doing your job well and helping them to do theirs safely.

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<td>IDENTIFY</td>
<td>Write down your own action plan, take it to management and get it endorsed</td>
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<td>ACT</td>
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Remember You are a vital link in providing a safe workplace and you are expected to supervise for safety, as well as for quality and quantity of output. You need management support to help you to do this.
FURTHER READING


Health and safety priorities for the woodworking industry W IS34 HSE Books 1997

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops.)

For information about health and safety ring HSE's InfoLine Tel: 08701 545500 Fax: 02920 859260 e-mail: hseinformationservices@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG. You can also visit HSE's website: www.hse.gov.uk

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

As a vital link you have the opportunity to put your ideas into practice.