



THE UNIVERSITY
of ADELAIDE

SAFETY PRINCIPLES FOR SUPERVISORS

- **Set and communicate safety expectations for those you supervise**
- **Be thoughtful of the experience and capability of those you supervise**
- **Be mindful of the hazards associated with the work under your control**
- **Make safety a normal part of what you do**
- **Seek advice or information if you are unsure**

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Safety Principles for Supervisors

These principles provide an overarching guide to assist supervisors to broadly understand the key role they play within the University of Adelaide's Safety Management System in providing the leadership and direction for the staff, students, visitors or contractors that work under them. (Note: You are a supervisor if you are the line manager of a worker or the supervisor of a student or you are someone who controls the activity in a laboratory, clinic, workshop or at a field location.)

Principle	What might this look like?
• Set and communicate safety expectations	<ul style="list-style-type: none">• Tell those you supervise that safety is important to you• Explain what your safety expectations are• Encourage those you supervise to download the UniSafe App• Lead by example (exhibit the behaviours you expect)
• Be thoughtful of experience and capability	<ul style="list-style-type: none">• Provide and discuss information on hazards and controls in the workplace• Discuss levels of experience in dealing with the hazards and controls• Provide instruction or training to assist in keeping those you supervise safe• Consider the level of supervision required for each person• Provide a higher level of supervision until you are sure that the person you supervise is skilled or competent enough to safely do the work
• Be mindful of the hazards	<ul style="list-style-type: none">• Understand the hazards under your control• Understand the controls that you expect to see in place• Match the level of supervision to the level of risk of the hazards• Promote good hazard management practices• Consult the HSW Procedures to check if there are any particular requirements related to a hazard that you must meet as a supervisor
• Make safety normal	<ul style="list-style-type: none">• Create space in key group meetings to discuss safety issues• Encourage a safety discussion when planning activities• Use opportunities to reinforce your safety expectations• Acknowledge the safety things that those you supervise do well
• Seek advice or information	<ul style="list-style-type: none">• Talk to your HSW Advisory Team• Consult the relevant HSW Procedures• Engage with a relevant external expert