

Supervising for Safety

Frequently Asked Questions

What is *Supervising for Safety*?

It's a free online course designed to help you meet your workplace safety obligations. It allows you to select the topics you want to explore, to proceed at your own pace, and to earn a certificate of completion.

Who is this course for?

This course is for supervisors or anyone in a supervisory role, working in any business or industry. A supervisor is someone who instructs, directs, and leads workers as they carry out their tasks. Supervisors can include owners, managers, superintendents, charge hands, lead hands, department heads, and trainers. Whether you're a construction foreman, a charge nurse, or a retail manager, you will find value in this course.

Why should I take this course?

When it comes to health and safety management, if you're in a supervisory role you are in a perfect position to be a safety champion. The concept of supervising for safety isn't simply a to-do list of one-time or routine actions. It means treating safety like you would any other aspect of the business. As a supervisor, you invest a lot of effort and time to ensure employees are productive and doing high-quality work — this course will help you apply that same level of attention to safety.

Safety management doesn't have to be difficult or time consuming. It's about having supervisors who think strategically about what's involved, and are willing to learn and develop their skills and knowledge.

What can I expect when I take the course?

Supervising for Safety is an interactive course that uses quizzes, online research, and case study challenges to get you thinking, test your decision-making skills, and expand your knowledge of health and safety best practices. The course also provides you with access to forms, checklists, and other templates that you can download and adapt for your own record-keeping and documentation.

You don't need any prior knowledge to take this course. To benefit from the course, it's important that you thoroughly read and process the material, engage with the challenges, and watch the videos.

The course is organized into nine modules, each focusing on a different aspect of safety supervision:

- Key skills for effective safety supervision
- Safety management systems — how to use a system approach to safety, and the importance of due diligence
- The role of effective communication in supervision
- Considerations for training and supervising young and new workers
- Impairment — including substance use and fatigue

- Musculoskeletal injury reduction and risk assessment
- Workplace evaluations — what to evaluate, how, and when
- Incident analysis and its role in overall safety management
- Claims and disability management programs, including the process for reporting injuries, and return-to-work considerations

You can log out and exit the course and return at any time — the course will track your progress and remember where you left off. It's designed to let you choose what you want to spend time on, so you can move freely between modules without needing to cover prerequisites from earlier modules.

Once you've completed the entire course, you will earn a printable certificate of completion. You can also email your training record to yourself and your employer as proof of completion.

How do I get started?

- Visit supervisingforsafety.com and select "Click here to get started."
- On the next screen click "Create new learner account." Note that you will need to create an account specifically for this course, unrelated to any other WorkSafeBC account you might already have. You will be asked to provide your email address and create a password. You will also be asked for your first and last name, which will allow you to create a personalized record of your training.
- Once you click "Register" you will be taken to the login page to sign in. After signing in, you'll see the welcome screen with several links on the left. Select "Training Activities", then "Start Course" to begin. Do not close this launch window, as it tracks your progress through the course.
- Whenever you exit the course or need to walk away for more than 30 minutes, be sure to click "Log Out" on the sidebar of the launch window.

Failing to do this can delete your progress through the course.

- Once you have completed the entire course, you can return to the launch window to collect your certificate of completion and training record.

How long will it take me to complete the course?

If you choose to go through all nine modules, it will probably take you about seven hours to complete the course.

You may discover that you are already familiar with the material covered in some of the modules and how it applies to your workplace. If so, feel free to skip sections or advance to the next module. However, you will not be able to earn a certificate of completion if you do not work through all nine modules.

What's changed in this version of the course?

Supervising for Safety was updated in 2019. Although the majority of the core content remains the same, the following changes were made:

- Updated images, statistics, and regulatory references
- HTML5 conversion to allow the course to run on mobile devices
- Links to new related content on worksafebc.com
- Knowledge check questions at the end of each module to replace the previous summative test

If you took the course prior to the 2019 revision, you may find it helpful to retake some or all of the modules as a refresher.

What if I have more questions?

To contact us about *Supervising for Safety*, email supervisorcourse@worksafebc.com.