

Clarksville-Montgomery County School System

SUPERVISOR RESPONSIBILITIES

All Clarksville-Montgomery County School System Supervisors shall be responsible for safe, properly planned work and safe work performances and proper training.

Supervisors shall maintain safe work conditions, reinforce for each employee to use personal protective equipment, oversee the responsibility for maintaining tools and equipment in good working order, and enforce safety regulations.

Supervisors shall assign jobs only to individuals who have been properly trained for the prospective job and maintain that proper safety equipment is being used.

Supervisors shall investigate all incidents immediately upon report from the employee.

Supervisors shall have formal training annually.

Supervisors shall report through the appropriate chain of command any instance where an employee under his/her supervision is not physically able to perform his/her duties.

Supervisors shall ensure that each employee has gone through, or has been scheduled for Safety Training.

Supervisors shall ensure that each employee has a written job description.

No employee who has not gone through, or is not scheduled for, safety training, or who does not have a job description will be eligible for OJI Benefits.

While it is ultimately the employee's responsibility to report an On-The-Job injury or illness to his/her supervisor and building representative, supervisors shall also report any On-The-Job injury or illness to the appropriate building representative within 24 hours of the time of the injury. If no building representative is available, the Safety and Health Department shall be notified immediately of the injury.