

Supervision

Supervision is charged with the tasks of planning and organizing the job as well as enforcing the methodology chosen by the company to get the job done. Positive and proactive enforcement requires supervisors to take a look at what is going on. It asks them to evaluate to ensure staff is meeting a specific target. It is therefore important to set benchmarks and then measure it. Confined space operations create three areas that can be measured.

The easiest benchmark to set is the quality of paperwork. In general:

- All required paperwork (permits, logs, inspection sheet) must be turned in.
- All not applicable blanks need to be crossed out or filled in with N/A.
- There should be slight deviations in penmanship, placement of checks, timing, etc..
- Completed blanks in the forms must have accurate information.

Have all completed forms come back to you for review? Are they done right? If not, are you informing the workers how to complete the forms better?

The second area where auditing is effective is on the job. Randomly (eg. 15% or 3 out of 20) visiting your people while they perform the job enables you to view their performance. A form (see next page) to guide you in what to look at ensures consistency from job to job, but enables you to really look at what the workers are doing. If you find problems, correct them right there if they warrant it, further training (either formal classroom sessions or informal safety talks may be required. However, the greatest advantage comes when you look at all completed surveys. Over time you can see trends and possibly find inherent weaknesses in the system that need addressing. Again, it may mean training, new tools or new procedures are required.

The 3rd area of supervision is the hardest as it examines your training program. Are you getting the right information delivered to help your workers do there job? You must "see" what goes on in the classroom. To do this effectively means you MUST see the testing results. Training can test 4 areas. Theory tests questions (asked before and after the course) provides an way to measure how much someone learned. If you only test after the course, you're solely evaluating memory. The third area are skill tests which are practical demonstrations that can indicate what are your people's competency in using the equipment. The 4th area is evaluating practical scenarios or real jobs which enables you to determine how the training is helping candidates make better decisions. All four evaluations can provide key data that can help supervisors identify potential weaknesses that may require further coaching, mentoring and/or training. But you have to ask for both the evaluations (test questions, skill critiques, etc.) and the outcomes of each student.

Remember, supervising is not a race as there is no finish line. Supervisors are a key part of a continuous improvement program that enables us to be better, faster and stronger than the competition. We all use instinct many times to evaluate the boat load of data we collect on a daily basis. However, our instinct many times has a bias (for a variety of reasons) that may hid the actual picture we need to do our jobs well. Get collecting.

SUPERVISOR'S AUDIT

531 211105113 110211	1	
Audit Questions	Y/N	Remarks
ENTRY TEAM		
• Have workers been selected for the job on the basis of their training, knowledge and experience?		
• Have workers been made fully aware of the hazards involved in the work?		
• Have ALL procedures been fully explained to the workers entering the space?		
• Have workers been provided instruction in the care, use and maintenance of all equipment on the job?		
• If required, has an trained Attendant been posted at the entry point?		
• Are trained Rescue personnel capable of rendering aid in an emergency, at or nearby the entry point?		
HAZARDS		
• Has all work going on in the area that could endanger the workers in the space been stopped?		
• Have all workers in the area been advised of the work going on?		
Has the surrounding area been inspected and declared safe?		
• Have all potential hazards within the confined space been assessed as to their probability?		
Have all hazards identified within the space been controlled?		
ISOLATION METHODS		
Has all equipment been de-energized?		
Are all electrical switches locked out and tagged?		
Have all connecting piping been depressurized and either blanked or blocked? Have all values have based and classifications.		
Have all valves been locked closed and tagged? Have all valves been locked closed and tagged?		
 Has an adequate supply of fresh air been assured? Is the ventilation system providing adequate circulation through out the space? 		
Has the area been barricaded for vehicle traffic?		
Has a guard rail around the entry point been erected?		
Is there a suitable system to prevent the spread of contaminates from the space?		
ATMOSPHERIC MANAGEMENT		
Have tests been made for:		
- oxygen content;		
- lower explosive levels; and		
- toxic gases?		
Have the results been recorded?		
• Where the results within allowable parameters?		
Have arrangements been made for frequent retesting of the atmosphere?		
• Are approved lights in use and reducing shadows or glare to a minimum?		
• Is there suitable methods of communication between:		
- entry point and work area; and		
- entry point and extra assistance (Emergency Services)?	9	
EQUIPMENT REQUIREMENTS	- /	
• Is all equipment required for the operation:		
- present at the jobsite;	7 4	
- in good repair; and		
- being used properly as required?	/	
• Is the equipment either in use or in standby mode organized in a manner to limit potential damage and		
maximize use?		
Is all damaged equipment suitably tagged for repair?		
RETRIEVAL REQUIREMENTS		
• Is there a clear path from the work area to the entry point enabling the workers get out on their own?		
• Is there fall protection used by every worker who can fall a distance of more than 3 m?		
• Using personnel from outside the space, can ALL workers in the space be removed within 5 minutes?		
• Has the retrieval system successfully demonstrated it's ability to remove a worker from this particular		
location within the last year?		
• Is there a suitable system to remove injured workers inside the space that will not aggravate the injury?		
Are all required resources to handle the potential emergencies in the space at the entry point?		
PAPERWORK		
All not applicable blanks pood to be crossed out or filled in with N/A.		
 All not applicable blanks need to be crossed out or filled in with N/A. There should be slight deviations in penmanship, placement of checks, timing, etc 		
 There should be slight deviations in penmanship, placement of checks, timing, etc Completed blanks in the forms must have accurate information. 		
THE BOTTOM LINE	<u> </u>	
SSVIII EIITE		
I have reviewed the work being performed at on	and ha	ve found everything NOT IN order.
Signature Print Name	D	ate