**Your duties are:**

* Responsible for maintaining health and safety within the working area

(During the working hours)

* Responsible for a tool box talk on health and safety within the working area to visitors

(PPE requirements and emergency procedures in case of fire)

* Responsible for the managing of all tools, equipment being put away at the end of the working day and area being left clean and tidy before informing the Instructor.

(Delegating jobs to other group members to carry out these tasks)

|  |  |  |
| --- | --- | --- |
| **CHECK LIST** | | |
| Supervisor name: | Date: | Job No: |
| **Tasks** | **Yes (√) No (X) N/A** | |
| Health & Safety maintained during working hours? |  | |
| Work area kept clean, tidy and no trip hazards? |  | |
| Visitors given required tool box talk? |  | |
| Delegated tasks for end of working hours cleaning etc? |  | |
| All tools accounted for, materials and equipment put away? |  | |
| Workshop ready for handover to next class? |  | |
| **Behaviour in workshop:** | | |
| **Supervisor comments:** (if **no** to any of the above tasks, then why?) | | |
| **Instructor comments:** | | |
| **Instructor Signature:** | **Date:** | |