

Supervisor's daily planning checklist



| WORKPLACE ITEMS TO BE CHECKED | ☒ | COMMENTS |
|--|---|----------|
| REVIEW OBJECTIVES: EXAMINE DAILY GOALS. | | |
| PRIORITISE TASKS: RANK TASKS BY URGENCY. | | |
| ASSIGN ROLES: DESIGNATE TEAM TASKS. | | |
| ALLOCATE RESOURCES: CONFIRM AVAILABILITY. | | |
| TEAM BRIEF: SHARE DAILY OBJECTIVES. | | |
| CHECK SCHEDULES: NOTE APPOINTMENTS. | | |
| REVIEW EMAILS: PRIORITISE COMMUNICATIONS. | | |
| SAFETY REMINDER: BRIEF TEAM ON SAFETY. | | |
| LOGISTICS PLAN: CONFIRM DELIVERIES. | | |
| CHECK EQUIPMENT: OPERATIONAL STATUS. | | |
| PREP WORK AREA: READY WORKSPACES. | | |
| TIME BLOCKS: ALLOCATE TASK TIME. | | |
| BACKUP PLANS: OUTLINE CONTINGENCIES. | | |
| CHECK STAFF: CONFIRM AVAILABILITY. | | |
| CHECK PERMITS: VALIDATE PERMITS. | | |
| COORDINATE CONTRACTORS: PLAN WITH VENDORS. | | |
| QC POINTS: SCHEDULE QUALITY CHECKS. | | |
| COMPLIANCE LIST: REVIEW REGULATIONS. | | |
| TRAINING PLAN: IDENTIFY TRAINING NEEDS. | | |
| BUDGET CHECK: REVIEW DAILY BUDGET. | | |
| CLIENT PLAN: SCHEDULE CUSTOMER ENGAGEMENTS. | | |
| DATA ACCESS: CONFIRM DATA AVAILABILITY. | | |
| EMERGENCY CONTACTS: UPDATE LIST. | | |
| WEATHER CHECK: NOTE FORECAST. | | |
| PENDING ITEMS: REVIEW INCOMPLETE TASKS. | | |
| CHECK SUPPLIES: CONFIRM STOCK LEVELS. | | |
| TEAM MORALE: PLAN TEAM ACTIVITIES. | | |
| PREP DOCUMENTS: GATHER NEEDED FILES. | | |
| SOFTWARE CHECK: CONFIRM APP STATUS. | | |
| CONSERVE ENERGY: PLAN EFFICIENCY. | | |
| STAKEHOLDER UPDATES: IDENTIFY CONTACTS. | | |
| SET EOD GOALS: OUTLINE END-OF-DAY TARGETS. | | |
| REVIEW SLAS: CHECK SERVICE LEVEL AGREEMENTS. | | |
| LIAISE WITH HR: CONFIRM HR-RELATED TASKS. | | |
| MAINTENANCE PLAN: PLAN EQUIPMENT CARE. | | |
| WORKPLACE CLEANLINESS: SCHEDULE CLEANING. | | |
| CHECK SECURITY: CONFIRM SECURITY MEASURES. | | |
| EXTERNAL COMMS: PLAN EXTERNAL UPDATES. | | |
| UPDATE CRM: ENSURE DATA IS CURRENT. | | |
| VENDOR PAYMENTS: CHECK DUE INVOICES. | | |
| LEGAL BRIEF: REVIEW PENDING LEGAL TASKS. | | |
| OHS CHECKS: PLAN SAFETY INSPECTIONS. | | |
| CROSS-DEPT. COMMS: SCHEDULE MEETINGS. | | |
| INTERNAL AUDIT: SET AUDIT TIMELINES. | | |
| STAFF WELFARE: REVIEW STAFF CONCERNS. | | |
| WEEKLY PREVIEW: NOTE UPCOMING TASKS. | | |
| INNOVATION TIME: PLAN FOR CREATIVE INPUT. | | |
| DELEGATION REVIEW: ASSESS TASK ASSIGNMENTS. | | |

“Failing to plan is planning to fail.”
- Alan Lakein

Supervisor's operations oversight checklist



| WORKPLACE ITEMS TO BE CHECKED | ☒ | COMMENTS |
|---|---|----------|
| SAFETY CHECKS: CONDUCT SAFETY WALK-THROUGHS. | | |
| QUALITY AUDIT: RANDOMLY INSPECT WORK QUALITY. | | |
| EQUIPMENT MONITOR: VERIFY TOOL FUNCTIONALITY. | | |
| TASK TIMELINE: CONFIRM TASK COMPLETION TIMES. | | |
| ERROR LOGS: REVIEW AND ADDRESS ERROR REPORTS. | | |
| COMPLIANCE: CHECK ADHERENCE TO CETA, TETA RULES. | | |
| PPE INSPECTION: CONFIRM PROPER PPE USAGE. | | |
| PROCESS ADHERENCE: MONITOR COMPLIANCE. | | |
| INVENTORY: CONDUCT QUICK STOCK CHECKS. | | |
| RESOURCE UTILISATION: MONITOR RESOURCE USAGE. | | |
| CONTRACTOR LIAISON: CONFIRM PROGRESS. | | |
| CLIENT UPDATES: RELAY PROGRESS TO CLIENTS. | | |
| PERMIT VALIDATION: ENSURE WORK PERMITS ARE ACTIVE. | | |
| SYSTEM CHECK: VERIFY IT SYSTEM PERFORMANCE. | | |
| PROGRESS REPORT: UPDATE REAL-TIME TRACKING. | | |
| CHANGE CONTROL: DOCUMENT PROCESS CHANGES. | | |
| KPI MONITORING: UPDATE KPIS. | | |
| RISK ASSESSMENT: IDENTIFY AND LOG POTENTIAL RISKS. | | |
| TIME TRACKING: ENSURE TIME-EFFICIENT OPERATIONS. | | |
| ISSUE ESCALATION: ISSUES NEEDING HIGHER ATTENTION. | | |
| STAFF TRAINING: CONFIRM STAFF TRAINING STATUS. | | |
| EXPENSE MONITOR: TRACK DAILY OPERATIONAL COSTS. | | |
| EQUIPMENT CALIBRATION: ENSURE TOOL ACCURACY. | | |
| MATERIAL INSPECTIONS: INSPECT RAW MATERIALS. | | |
| DOCUMENT REVIEW: VALIDATE ALL NECESSARY PAPERS. | | |
| ENERGY USAGE: MONITOR CONSUMPTION LEVELS. | | |
| DEADLINE CHECK: CONFIRM UPCOMING DEADLINES. | | |
| LICENSE RENEWALS: MONITOR LICENSE EXPIRY DATES. | | |
| CRISIS PROTOCOL: REVIEW EMERGENCY PROCEDURES. | | |
| DATA BACKUP: CONFIRM DATA STORAGE SECURITY. | | |
| CLEANLINESS: MAINTAIN WORKSPACE HYGIENE. | | |
| STAFF ROTATION: CONFIRM SHIFT CHANGE TIMINGS. | | |
| CLIENT FEEDBACK: NOTE CUSTOMER REMARKS. | | |
| WASTE MANAGEMENT: MONITOR WASTE DISPOSAL. | | |
| TRANSPORT TIMING: VERIFY TRANSPORT SCHEDULES. | | |
| TRAFFIC CONTROL: MAINTAIN SMOOTH WORKFLOW. | | |
| SECURITY MONITOR: CHECK SECURITY PROTOCOLS. | | |
| TOOL MAINTENANCE: SCHEDULE REGULAR UPKEEP. | | |
| OVERTIME CHECKS: MONITOR STAFF OVERTIME. | | |
| STAFF BRIEFINGS: CONFIRM MEETING SCHEDULES. | | |
| WORKPLACE ETIQUETTE: REINFORCE CONDUCT RULES. | | |
| SPARES INVENTORY: CHECK AVAILABILITY OF SPARES. | | |
| TECH SUPPORT: CONFIRM IT SUPPORT AVAILABILITY. | | |
| QA SIGN-OFFS: ENSURE QUALITY ASSURANCE. | | |
| CLIENT BILLING: CONFIRM BILLING SCHEDULES. | | |
| ATTENDANCE LOGS: MONITOR EMPLOYEE PRESENCE. | | |
| COMMS LOG: DOCUMENT KEY CONVERSATIONS. | | |
| HANDOVER: PREPARE FOR NEXT SUPERVISOR SHIFT. | | |

“What gets measured gets managed”
- Peter Drucker

Supervisor's team management checklist



| WORKPLACE ITEMS TO BE CHECKED | ☒ | COMMENTS |
|--|---|----------|
| STAFF ROSTER: CONFIRM DAILY TEAM ASSIGNMENTS. | | |
| SKILL AUDIT: ASSESS TEAM CAPABILITIES. | | |
| TEAM BRIEF: CONDUCT MORNING BRIEFING. | | |
| CONFLICT RESOLUTION: ADDRESS TEAM DISPUTES. | | |
| TASK DELEGATION: ASSIGN DUTIES EFFECTIVELY. | | |
| BREAK TIMES: SCHEDULE TEAM BREAKS. | | |
| WORK REVIEW: EVALUATE TASK COMPLETION. | | |
| PROJECT STATUS: UPDATE TEAM ON PROGRESS. | | |
| FEEDBACK LOOP: ENCOURAGE OPEN COMMUNICATION. | | |
| TRAINING NEEDS: IDENTIFY SKILL GAPS. | | |
| GOAL SETTING: DEFINE DAILY TEAM OBJECTIVES. | | |
| RESOURCE ALLOCATION: ASSIGN NEEDED RESOURCES. | | |
| REWARD SYSTEM: RECOGNISE TEAM ACHIEVEMENTS. | | |
| TEAM METRICS: REVIEW PERFORMANCE DATA. | | |
| ATTENDANCE: MONITOR PUNCTUALITY. | | |
| WELLNESS CHECK: ASSESS TEAM HEALTH. | | |
| REMOTE WORK: MANAGE TELECOMMUTING STAFF. | | |
| SKILL ENHANCEMENT: PLAN FOR TRAINING. | | |
| WORK-LIFE BALANCE: ENSURE REASONABLE HOURS. | | |
| PRODUCTIVITY: MONITOR OUTPUT LEVELS. | | |
| SKILL UTILISATION: ALIGN TASKS WITH SKILLS. | | |
| OVERTIME: APPROVE OR DENY OVERTIME. | | |
| MEETING AGENDA: PREPARE DISCUSSION POINTS. | | |
| RECRUITMENT: NOTE STAFFING NEEDS. | | |
| PAYROLL: CONFIRM TIMESHEET ACCURACY. | | |
| TEAM BONDING: PLAN TEAM-BUILDING ACTIVITIES. | | |
| EMPLOYEE MORALE: GAUGE TEAM SPIRITS. | | |
| MENTORING: SCHEDULE ONE-ON-ONES. | | |
| QUALITY CONTROL: ENSURE TEAM DELIVERS QUALITY. | | |
| STAFF ROTATION: MANAGE SHIFT CHANGES. | | |
| KPI GOALS: ALIGN TEAM WITH KPIS. | | |
| PROMOTION PATH: DISCUSS CAREER GROWTH. | | |
| WORK ALLOCATION: REVIEW TASK DISTRIBUTION. | | |
| UPDATE POLICIES: CONFIRM TEAM IS INFORMED. | | |
| PERFORMANCE REVIEWS: SCHEDULE EVALUATIONS. | | |
| SAFETY TRAINING: CONDUCT REGULAR REFRESHERS. | | |
| CONFIDENTIALITY: REMIND TEAM OF NDA. | | |
| SKILL MATCHING: PAIR TASKS TO ABILITIES. | | |
| TECH NEEDS: CONFIRM SOFTWARE AVAILABILITY. | | |
| ONBOARDING: PLAN FOR NEW TEAM MEMBERS. | | |
| RED FLAGS: IDENTIFY PERFORMANCE ISSUES. | | |
| COMPLIANCE: CONFIRM TEAM FOLLOWS RULES. | | |
| SOPS: REINFORCE STANDARD OPERATING PROCEDURES. | | |
| CALENDAR SYNC: ENSURE SHARED SCHEDULING. | | |
| TASK PRIORITISATION: RANK TASKS BY IMPORTANCE. | | |
| CELEBRATE WINS: ACKNOWLEDGE TEAM SUCCESSES. | | |
| CLIENT INTERACTIONS: PREP TEAM FOR CLIENT TALKS. | | |
| EOD SUMMARY: WRAP UP WITH AN END-OF-DAY BRIEF. | | |

**“The strength of the team is each individual member.
The strength of each member is the team”**
- Phil Jackson

Supervisor's documentation and reporting checklist



| WORKPLACE ITEMS TO BE CHECKED | ☒ | COMMENTS |
|--|---|----------|
| DAILY REPORT: FILE END-OF-DAY SUMMARY. | | |
| INCIDENT LOGS: DOCUMENT SAFETY INCIDENTS. | | |
| TIME SHEETS: CONFIRM TIME ENTRIES. | | |
| EXPENSE RECORDS: VALIDATE SPENDING LOGS. | | |
| QUALITY CHECKS: DOCUMENT QA TESTS. | | |
| TRAINING RECORDS: UPDATE STAFF TRAINING. | | |
| CLIENT UPDATES: LOG CLIENT COMMUNICATIONS. | | |
| RESOURCE USAGE: RECORD CONSUMED RESOURCES. | | |
| TASK STATUS: UPDATE TASK PROGRESS. | | |
| INVENTORY: MAINTAIN STOCK RECORDS. | | |
| CONTRACT REVIEW: DOCUMENT REVISIONS. | | |
| KPI TRACKING: UPDATE KPI DASHBOARD. | | |
| MEETING MINUTES: FILE MEETING SUMMARIES. | | |
| ISSUE TICKETS: LOG OPERATIONAL ISSUES. | | |
| PROCESS FLOWS: UPDATE PROCEDURAL DOCS. | | |
| TEAM FEEDBACK: DOCUMENT TEAM COMMENTS. | | |
| INVOICE CHECKS: VALIDATE SENT INVOICES. | | |
| RISK ASSESSMENTS: RECORD IDENTIFIED RISKS. | | |
| COMPLIANCE AUDIT: LOG COMPLIANCE CHECKS. | | |
| PAYROLL DOCS: CONFIRM PAYROLL ENTRIES. | | |
| POLICY UPDATES: DOCUMENT ANY CHANGES. | | |
| APPROVAL TRAILS: MAINTAIN AUTHORISATIONS. | | |
| CUSTOMER FEEDBACK: FILE CLIENT REVIEWS. | | |
| RESOURCE PLANNING: UPDATE RESOURCING DOCS. | | |
| DATA BACKUPS: LOG BACKUP COMPLETION. | | |
| CHANGE ORDERS: DOCUMENT SCOPE CHANGES. | | |
| PROJECT MILESTONES: UPDATE TIMELINES. | | |
| PERFORMANCE REVIEWS: FILE STAFF EVALS. | | |
| VENDOR CONTRACTS: KEEP CONTRACT RECORDS. | | |
| SHIFT ROTATIONS: DOCUMENT SCHEDULE CHANGES. | | |
| LICENSE CHECKS: VERIFY CURRENT LICENSES. | | |
| SOP UPDATES: NOTE PROCEDURE REVISIONS. | | |
| EMPLOYEE RECORDS: UPDATE STAFF PROFILES. | | |
| TOOL MAINTENANCE: RECORD UPKEEP HISTORY. | | |
| ESCALATIONS: DOCUMENT UNRESOLVED ISSUES. | | |
| FINANCIAL REPORTS: FILE MONTHLY SUMMARIES. | | |
| ATTENDANCE LOGS: MAINTAIN PUNCTUALITY RECORDS. | | |
| EQUIPMENT USAGE: LOG MACHINE OPERATIONS. | | |
| PASSWORD CHANGES: RECORD SECURITY UPDATES. | | |
| OVERTIME APPROVALS: DOCUMENT OVERTIME. | | |
| EMAIL ARCHIVE: MAINTAIN EMAIL RECORDS. | | |
| CUSTOMER INQUIRIES: LOG CLIENT QUESTIONS. | | |
| SYSTEM ERRORS: FILE SOFTWARE ISSUES. | | |
| WASTE RECORDS: LOG DISPOSAL ACTIVITIES. | | |
| TRAVEL DOCUMENTS: KEEP TRIP ITINERARIES. | | |
| SURVEY RESULTS: FILE FEEDBACK SURVEYS. | | |
| INSPECTION CHECKS: DOCUMENT SITE VISITS. | | |
| SECURITY INCIDENTS: RECORD SECURITY EVENTS. | | |

**“Measure what is measurable,
and make measurable what is not so”
- Galileo Galilei**

Supervisor's communication checklist



| WORKPLACE ITEMS TO BE CHECKED | ☒ | COMMENTS |
|--|---|----------|
| MORNING BRIEF: CONDUCT TEAM BRIEFING. | | |
| EMAIL CHECK: REVIEW INCOMING EMAILS. | | |
| CLIENT UPDATES: SEND CLIENT PROGRESS REPORTS. | | |
| MEETING AGENDA: PREPARE TOPICS FOR DISCUSSION. | | |
| STAFF QUERIES: ADDRESS TEAM QUESTIONS. | | |
| FEEDBACK LOOP: MAINTAIN OPEN COMMUNICATION. | | |
| SAFETY ALERTS: ISSUE ANY SAFETY NOTICES. | | |
| PROJECT STATUS: UPDATE TEAM ON MILESTONES. | | |
| TIME-SENSITIVE: FLAG URGENT MESSAGES. | | |
| INTERNAL MEMOS: DISTRIBUTE COMPANY NEWS. | | |
| SHIFT CHANGES: COMMUNICATE SCHEDULING. | | |
| REMOTE STAFF: TOUCH BASE WITH TELECOMMUTERS. | | |
| VENDOR LIAISON: UPDATE EXTERNAL PARTNERS. | | |
| SOCIAL MEDIA: REVIEW COMPANY POSTS. | | |
| CONFLICT RESOLUTION: MEDIATE TEAM DISPUTES. | | |
| WORKLOAD CHECK: DISCUSS CURRENT TASKS. | | |
| TOOL UPDATES: ANNOUNCE NEW SOFTWARE. | | |
| TRAINING REMINDERS: HIGHLIGHT UPCOMING SESSIONS. | | |
| POLICIES: UPDATE TEAM ON RULE CHANGES. | | |
| CLIENT FEEDBACK: SHARE RECEIVED TESTIMONIALS. | | |
| PEER REVIEWS: CONDUCT 360-DEGREE FEEDBACK. | | |
| QUALITY GOALS: DISCUSS QA OBJECTIVES. | | |
| RESOURCE ALLOCATION: CONFIRM EQUIPMENT NEEDS. | | |
| SALES TARGETS: UPDATE ON REVENUE GOALS. | | |
| TASK DELEGATION: CONFIRM INDIVIDUAL DUTIES. | | |
| BOARD UPDATES: SUMMARIZE EXECUTIVE MEETINGS. | | |
| CONFIDENTIAL MATTERS: DISCUSS SENSITIVE ISSUES. | | |
| KPI UPDATES: SHARE PERFORMANCE METRICS. | | |
| UPCOMING EVENTS: ANNOUNCE COMPANY EVENTS. | | |
| PROCESS CHANGES: UPDATE ON NEW WORKFLOWS. | | |
| WEEKLY SUMMARY: PREPARE WEEK-END REPORT. | | |
| NETWORK STATUS: INFORM ON TECH DOWNTIMES. | | |
| RECOGNITION: ACKNOWLEDGE TEAM ACHIEVEMENTS. | | |
| STAFFING NEEDS: DISCUSS RECRUITMENT PLANS. | | |
| LEGAL UPDATES: SHARE COMPLIANCE NEWS. | | |
| BUDGET CONSTRAINTS: DISCUSS FINANCIAL LIMITS. | | |
| DEADLINES: CONFIRM PROJECT TIMELINES. | | |
| CRISIS PLAN: REITERATE EMERGENCY PROTOCOLS. | | |
| CUSTOMER RELATIONS: SHARE CLIENT UPDATES. | | |
| STAKEHOLDER INFO: PROVIDE INVESTOR NEWS. | | |
| COMPETITION: DISCUSS MARKET TRENDS. | | |
| PROFESSIONAL DEV: SHARE LEARNING RESOURCES. | | |
| PROMOTION PATHS: DISCUSS CAREER GROWTH. | | |
| EXIT INTERVIEWS: PREPARE FOR STAFF DEPARTURES. | | |
| SKILL GAPS: IDENTIFY TRAINING OPPORTUNITIES. | | |
| TRAVEL PLANS: CONFIRM BUSINESS TRIP DETAILS. | | |
| OFFICE ETIQUETTE: REVIEW CONDUCT RULES. | | |
| END-OF-DAY: CONDUCT CLOSING SUMMARY. | | |

“The single biggest problem in communication is the illusion that it has taken place”
- George Bernard Shaw

Supervisor's safety and compliance checklist



| WORKPLACE ITEMS TO BE CHECKED | ☒ | COMMENTS |
|--|---|----------|
| SAFETY BRIEF: CONDUCT MORNING SAFETY TALK. | | |
| PPE CHECK: CONFIRM ALL PPE IS WORN. | | |
| INCIDENT LOG: UPDATE SAFETY INCIDENT RECORDS. | | |
| RISK ASSESSMENT: PERFORM HAZARD ANALYSIS. | | |
| FIRST AID: CONFIRM KIT AVAILABILITY. | | |
| EMERGENCY EXITS: ENSURE CLEAR PATHWAYS. | | |
| TOOL INSPECTION: CHECK EQUIPMENT SAFETY. | | |
| FIRE DRILL: CONDUCT OR PLAN DRILLS. | | |
| CHEMICAL STORAGE: VERIFY PROPER STORAGE. | | |
| COMPLIANCE AUDIT: REVIEW LATEST AUDITS. | | |
| SAFETY TRAINING: CONFIRM COMPLETION. | | |
| VEHICLE CHECKS: ENSURE SAFE VEHICLE USE. | | |
| NOISE LEVELS: MEASURE AND RECORD. | | |
| LOCKOUT/TAGOUT: CONFIRM PROCEDURE USAGE. | | |
| ELECTRICAL SAFETY: INSPECT ELECTRIC SYSTEMS. | | |
| PERMITS: VALIDATE WORK PERMITS. | | |
| SIGNAGE: ENSURE ALL SIGNS ARE VISIBLE. | | |
| MSDS: CONFIRM MATERIAL SAFETY SHEETS. | | |
| RECORD VIOLATIONS: DOCUMENT ANY BREACHES. | | |
| SAFETY POLICIES: REVIEW CURRENT GUIDELINES. | | |
| FALL PROTECTION: CONFIRM SYSTEM IN PLACE. | | |
| WASTE DISPOSAL: CHECK WASTE MANAGEMENT. | | |
| AIR QUALITY: MONITOR VENTILATION. | | |
| STAFF BADGES: CONFIRM ID AND ACCESS. | | |
| PROTECTIVE GEAR: INSPECT SAFETY WEAR. | | |
| HAND WASHING: ENCOURAGE HYGIENE. | | |
| SPILL RESPONSE: VERIFY CLEANUP KIT. | | |
| EYE WASH: CONFIRM STATION IS OPERATIONAL. | | |
| CONFINED SPACES: MONITOR SPECIAL PERMITS. | | |
| ERGONOMICS: CHECK WORKSTATION SETUPS. | | |
| MACHINE GUARDS: INSPECT PROTECTIVE BARRIERS. | | |
| HOT WORK: MONITOR WELDING, CUTTING. | | |
| WATER SAFETY: INSPECT WATER STORAGE. | | |
| FOOD SAFETY: CHECK CANTEEN HYGIENE. | | |
| SANITIZATION: CONFIRM CLEANING SCHEDULES. | | |
| SECURITY CAMERAS: ENSURE THEY ARE WORKING. | | |
| LIFTING TECHNIQUES: REVIEW PROPER METHODS. | | |
| SAFETY DATA: UPDATE ACCIDENT STATISTICS. | | |
| SAFETY COMMITTEE: PLAN OR ATTEND MEETINGS. | | |
| OHS ACT: REVIEW COMPLIANCE. | | |
| SUBSTANCE TESTS: PERFORM IF REQUIRED. | | |
| SAFETY REPORTS: FILE MONTHLY SUMMARIES. | | |
| ASBESTOS: MONITOR MATERIAL PRESENCE. | | |
| GAS CHECKS: VERIFY GAS CYLINDER SAFETY. | | |
| HAZARDOUS AREAS: MARK AND MONITOR. | | |
| SAFETY FOOTWEAR: CONFIRM PROPER USE. | | |
| SAFETY ALARMS: TEST SMOKE, FIRE ALARMS. | | |
| SAFETY BUDGET: REVIEW SAFETY EXPENDITURES. | | |

“Safety is a cheap and effective insurance policy”
- Unknown