

FACT SHEET

Supervisor Cheat Sheet



Supervisors play a critical role in shaping the workplace environment. Your leadership directly impacts team morale, productivity, safety, and retention. This guide provides practical tips to help you lead confidently, fairly, and respectfully.

Core Responsibilities of a Supervisor

Lead by

Model professionalism, respect, and fairness.

Promote

Ensure all team members are treated equitably, regardless of gender, background, or experience.

Maintain Safety

Support both physical and psychological safety.

Communicate Effectively

Foster open, honest, and respectful communication.

Support Growth

Offer feedback, training, and development opportunities equally.

Responding to Workplace Issues

SITUATION	WHAT TO DO	WHAT NOT TO DO
Inappropriate Comments/Jokes	Address firmly but respectfully on the spot	Ignore, laugh along, or dismiss as harmless
Harassment Or Bullying	Take seriously; follow company procedures	Minimise, delay, or ignore the complaint
Conflict Between Teams	Mediate calmly and fairly	Take sides or make assumptions
Complaints Of Unfairness	Review task distribution and opportunities	Dismiss without checking facts

Key Practices for Effective Supervision

PRACTICE	WHY IT'S IMPORTANT	QUICK TIP
Treat Everyone Fairly	Builds trust, prevents bias	Assign tasks based on skill, not assumptions
Encourage Open Dialogue	Builds psychological safety	Ask for input and listen actively
Address Issues Promptly	Prevents problems from escalating	Tackle disrespectful behaviour early
Recognise Contributions	Boosts morale and retention	Acknowledge effort, not just results
Check In Regularly	Identifies issues early, shows care	Ask open-ended questions during check-ins

Fostering an Inclusive, Respectful Team

- Avoid assumptions based on gender or appearance.
- Ensure everyone has equal access to tasks, training, and development.
- Provide proper PPE and clean facilities for all workers.
- Encourage collaboration on physical tasks—normalize helping one another.
- Use inclusive language: “team” instead of “guys” or “blokes”.

Legal and Safety Responsibilities

Anti-Discrimination: Treat everyone fairly- discrimination, harassment, and bullying are unlawful.

Work Health & Safety: Supervisors must create a physically and psychologically safe workplace.

Flexible Work Requests: Must be fairly considered, especially for carers or parents.



What to Say - Lead with

- “Let’s divide tasks fairly—who’s interested in learning this?”
- “We expect professionalism and respect from everyone.”
- “That comment isn’t okay here. Let’s move forward respectfully.”
- “If something’s bothering you, I’m here—come have a chat.”
- “Great work on that task. I appreciate your effort.”

 **Red Flags – Take Action If You**

- Jokes, comments, or banter about gender, race, or appearance.
- Team members being ignored, excluded, or constantly interrupted.
- Unequal access to overtime, training, or high-skill tasks.
- Disrespectful behaviour being dismissed as “just the culture.”

**Quick Self-Check Before Each Shift:**

- Is my task distribution fair?
- Is everyone being treated with equal respect?
- Am I ignoring any behaviours that shouldn't be ignored?
- Have I checked in with my team members recently?

Key Takeaway

Your leadership shapes the workplace. Respect, fairness, and safety are not optional. They are essential to a productive and positive team.