

SAFETY OBSERVATION POLICY

Purpose and Scope:

The purpose and scope of the safety observation policy is to create accountability for safety and encourage all of our employees to be pro-active. This policy serves to provide valuable feedback and ideas from everyone and to provide safety coaching where deficiencies are identified and to provide safety praise where jobs are being performed in a safe manner. This is a non-punitive policy and is not about safety policing but about safety coaching.

Our main objective within this policy is to put an emphasis on “our people” not on things. A job task analysis / observation form will be used initially to identify the potential hazards of a job, select the appropriate hazard elimination steps and to monitor the job in progress with a “stop and spot” observation form.

Stop and Spot Process:

Our safety observation policy will focus on a number of people-based areas or categories which cover the most common types of at-risk and unsafe behavior. The typical types of at-risk and unsafe behavior will include:

- The use and care of personal protective equipment (PPE)
- Working in at-risk positions
- The misuse of tools and equipment
- Failure to follow procedures
- Poor housekeeping
- Being in the line of fire
- Complacency - Rushing

Our policy will require the identification of the safe / unsafe behaviors through stop and spot observations and provide safety coaching or safety praise depending on the outcome of the observation. Our safety observation policy will allow for open feedback and communication and will not result in disciplinary action unless the unsafe behavior or action was the cause of an injury or other reportable loss.

Forms:

1. Job Observation / Task Analysis
2. Stop and Spot Observation Form

STOP AND SPOT

Safety Observation

Safe Observation - Praise

Unsafe Observation - Coach

Observer's Name:	
Date:	Time:
Dept. Observed:	
Specific Location:	Supervisor/Mgr.:

Behavioral

- Rushing
- Frustration
- Fatigue
- Complacency
- Unsafe action
- Eyes not on task
- Mind not on task
- Line-of-fire
- Balance/Traction/Grip

Equipment/Tools

- Unsafe condition
- Inappropriate for task
- Capacity exceeded

Ergonomics

- Lifting, bending, twisting
- Reach, extending, push/pull
- Repetitive motion
- Needs additional assistance

Line-Of-Fire

- Body position, risk of being struck/caught-in
- Guards, railings, safety devices

PPE Needed

- Head
- Eyes/face
- Foot
- Hand
- Body
- Fall arrest
- Respiratory
- Hearing

Notes: _____

Safety Observation Cycle:

1. Observe people
 2. Analyze their work practices by focusing on safe and unsafe behaviors
 3. Talk with them about safety
 4. Actively correct and prevent unsafe acts and conditions
 5. Reinforce safe behavior
 6. Report your observations
- All employees have the obligation to stop work anytime they feel that their safety or the safety of other employees is at risk.
 - Observations do not contain names, except for recognition.
 - Always end your observation by complimenting good behaviors/practices observed.
 - The name of the person being observed should not be included except for positive recognition.
 - Upon completion of observation, discuss any at risk behaviors/practices observed and offer safe alternatives.
 - In addition to looking for 'at risk' behaviors, look for safe behaviors/practices.
 - Always end the critique with the person/group being observed with positive remarks of safe behaviors/practices observed.
 - Allow the employee to explain how he/she believes the work can be done more safely