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| **Name of HSE Staff** |  | **Date of Observation** |  | **Covering Area /Location** |  |

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| **Sl.No.** | **Exact location** | **Time** | **Activity / aspect** | **Observation / Unsafe Acts / Unsafe Conditions** | **Remedial actions taken / to be taken** | **Supervisor**  **In-charge** | **Area / Work In-charge** | **Discussion with line management** | **Agreed Target date** |
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**Signature of HSE Staff HSEM PTO for Notes/Instructions**

Instructions to HSE Staff:

1. Write the number for the Activity / Aspect most suitable the context.

2. In observation, if persons are involved, write names with ID No.& Trade/Designation.

3. Clearly state Observation/USA/USC directly relatable to specific HSE requirement.

4. Inform, Discuss and Conclude for remedial actions with Supervisor / Area In-charge.

5. State to whom it was discussed.

6. Attach sketches / photos / documents as required.

7. Follow up for status of close out.

Notes:

8. A continuous track number for each observation will be assigned and logged in a HSE Surveillance Register by HSEM

9. The day’s compiled HSE surveillance will be circulated to the Area in-charge / CM / PM, in the morning of the following day.

10. The status of closeout will be discussed in the weekly supervisor’s HSE meeting.

11. Activity / aspect

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| 1. Personnel Protective Equipment | 11. Lifting Gears | 21. Risk Assessment | 31. Behavior |
| 2. Welding | 12. Compressed Gas | 22. Manual Lifting | 32. Bolting/Tightening/Fitting |
| 3. Ladders | 13. Electrical | 23. Environment | 33. Plants and Equipment |
| 4. Scaffolding | 14. Hand Tools | 24. Power Tools | 34. Emergency Preparedness |
| 5. Working at height | 15. Grinding / Abrasive tools | 25. Welfare | 35. Confined Space |
| 6. House keeping | 16. Fire Prevention | 26. Excavation | 36. Heat Stress Management |
| 7. Permit to work system | 17. First Aid / Medical Facilities | 27. Radiation | 37. Access & Egress |
| 8. Chemical | 18. Safety Promotion | 28. Barricades | 38. |
| 9. Vehicles | 19. Pre Task Safety Talk | 29. Warning Signage | 39. |
| 10. Rigging and Crane | 20. Management Involvement | 30. Waste Management | 40. Others |