**Section 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of employee |  | Employee Number / ID Number |  |
| Trade/Position /Department |  | Company |  |
| Normal work entrusted to the employee |  | Area/ Location |  |
| Exemplary contribution to improve safety |  | | |

**Section 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | | **Immediate Supervisor Assessment (Foreman)** | | | | | | **Next Level Supervisor Assessment (satisfactory or not) (Engineer)** | **Area Safety Officer Assessment**  **(satisfactory or not)** |
| Commitment to safety | High | | Yes  /No | Medium | Yes  /No | Low | Yes  /No | Yes  /No | Yes  /No |
| Understanding of safety procedures | High | | Yes  / No | Medium | Yes  /No | Low | Yes  /No | Yes  /No | Yes  /No |
| PPE | Always wears | | Yes  / No | Fails to wear occasionally | Yes  / No | Fails to wear frequently | Yes  /No | Yes  /No | Yes  /No |
| Following safety procedures | Always | | Yes  / No | Fails occasionally | Yes  /No | Fails frequently | Yes  /No | Yes  /No | Yes  /No |
| Unsafe act | Not done so far | | Yes  / No | Occasionally does | Yes  /No | Frequently does | Yes  /No | Yes  /No | Yes  /No |
| Recognition of unsafe condition | Always recognizes | | Yes  / No | Occasionally fails to recognize | Yes  /No | Frequently fails to recognize | Yes  /No | Yes  /No | Yes  /No |
| Intervene coworker to observe safety | Always | | Yes  / No | Occasionally | Yes  /No | Frequently | Yes  /No | Yes  /No | Yes  /No |
| Housekeeping | Voluntarily does | | Yes  / No | Does after instructions | Yes  /No | Not doing / improper | Yes  /No | Yes  /No | Yes  /No |
| Keeping of tools and equipment | In order and good condition | | Yes  / No | In order / Good condition | Yes  /No | Not in order/bad condition | Yes  /No | Yes  /No | Yes  /No |
| Completion of prior inspection / readiness before starting work | Always | | Yes  / No | Occasionally fails | Yes  /No | Frequently fails | Yes  /No | Yes  /No | Yes  /No |
| Name, Designation and Signatures with date | | | | | |  | |  |  |

**Section 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Certificate | Cash / Prize | Best Safety Man -Trade wise | Best Safety Supervisor | Recommended by | Signature with date |
|  |  |  |  | CM |  |
|  |  |  |  | P&A Manager |  |
|  |  |  |  | HSEM |  |
|  |  |  |  | PM |  |
|  |  |  |  | HSE Committee Meeting |  |