## Safety Observation

1. **Purpose**

This procedure is to be used to identify behaviors (safe or at risk) on work sites at a peer level.

The purpose is to identify, evaluate, and modify behaviors to drive continuous improvement in our safety culture.

The designated safety manager is responsible for development and implementation and oversight of this program.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Observation and Feedback**

All employees who have completed orientation and are authorized to perform work are also authorized to participate in the Safety Observation program. Observations may be conducted by any employee at any time.

Observations shall be conducted of employees’ work behavior. Observations shall be recorded on the Safety Observation Checklist. Observers must provide direct, measurable, and specific information on employee’s work behavior identifying both safe and unsafe behaviors.

Employees will use the Safety Observation Checklist during performance of normal tasks, including travel to the job site. Employees shall professionally discuss the At Risk behavior with the person in order to avoid injury. Reinforcement for safe behaviors observed is encouraged.

Upon completion of an observation, the observer is expected to have a discussion with the observed to get feedback. The observer will:

* Review the observation with observed employee.
* Start with positive comments.
* Reinforce safe behaviors observed first.
* Describe and discuss unsafe behaviors observed.
* Solicit from observed employee an explanation of his/her unsafe behavior with open ended questions.
* Re-emphasize no consequence to observed employee.
* Discuss corrective actions and proper work procedures.
* Pictures with comments as needed for context and to heighten understanding.

All observations with corrective actions will be disseminated companywide via email

1. **Trend Analysis**

The data from the observations is collected and used to determine where the greatest “at risk” behavior is taking place. Once identified, corrective actions, such as training, coaching and supervisory observations will be undertaken in order to encourage safe behavior.

Individual departments, as well as the company as a whole, will collect and compare data. The data shall be tracked so that numerical and statistical comparisons can be made over time.

Once the trend analysis is complete, appropriate action plans must be developed to address unsafe behaviors. Action planning will include:

* Evaluate unsafe behaviors from trend analysis and prioritize.
* Develop action plan for unsafe behaviors based on comments and feedback from data sheets.
* Designate responsible parties and timeframes within the action plan.
* Define who is responsible for action planning.
* Ensure management support.
* Determine root causes or contributing causes.
* Follow up observations by the safety manager will be taken at proper intervals to ensure the corrective actions are being followed.
  + First follow observation should occur withing 2 weeks.
  + Second follow up observations should take place within 3 months.
  + Third follow-up observation should take place after 6 months but less than 1 year.

1. **Training**

The company shall explain and communicate the Safety Observation process to all employees expected to use the process including manager, supervisors, employees and new hires. Training shall be conducted initially and periodically. Training on the observation process will include:

* How to conduct the observation.
* How to complete the observation form.
* The meaning of different behaviors.
* Feedback training and role play (mentoring and coaching).
* Employees shall be made aware that they may be observed at any time.

**Safety Observation Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Observer Name:** | | **Date:** | | | | **Time:** |
|  | |  | | | |  |
| **Work Group Observed:** | | | | | | **Location/Facility:** |
| **Drilling** | | **Completion** | | | |  |
| **Construction** | | **Production** | | | | **Job Task Observed:** |
| **Maintenance** | | **Workover/Simulation** | | | |  |
| **Office** | | **Plant** | | | |  |
| **1.0** | **Personal Protective Equipment (PPE)** | | **Safe** | **At Risk** | **Comments** | |
| 1.1 | Eye and Face Protection | |  |  |  | |
| 1.2 | Hand Protection | |  |  |  | |
| 1.3 | Body Protection | |  |  |  | |
| 1.4 | Hearing Protection | |  |  |  | |
| 1.5 | Fall Protection | |  |  |  | |
| 1.6 | Respiratory Protection | |  |  |  | |
| 1.7 | Head Protection | |  |  |  | |
| 1.8 | Foot Protection | |  |  |  | |
| **2.0** | **Body Use and Position** | | **Safe** | **At Risk** | **Comments** | |
| 2.1 | Walking | |  |  |  | |
| 2.2 | Climbing | |  |  |  | |
| 2.3 | Line of Fire | |  |  |  | |
| 2.4 | Hot Surface/Tight or Confined Space | |  |  |  | |
| 2.5 | Eyes on Work | |  |  |  | |
| 2.6 | Lifting/Pulling/Pushing/Carrying | |  |  |  | |
| 2.7 | Slipping/Tripping Hazard | |  |  |  | |
| 2.8 | Pinch Points | |  |  |  | |
| **3.0** | **Tools/Equipment** | | **Safe** | **At Risk** | **Comments** | |
| 3.1 | Selection/Condition/Inspection | |  |  |  | |
| 3.2 | Proper Use | |  |  |  | |
| **4.0** | **Procedure** | | **Safe** | **At Risk** | **Comments** | |
| 4.1 | Equipment Isolation/Line Clearing | |  |  |  | |
| 4.2 | Hazardous Energy Control | |  |  |  | |
| 4.3 | Work Permits | |  |  |  | |
| 4.4 | Job Preparation/Hazard Identification | |  |  |  | |
| 4.5 | Communication | |  |  |  | |
| 4.6 | HAZCOM | |  |  |  | |
| 4.7 | MSDS | |  |  |  | |
| 4.8 | Air Monitoring | |  |  |  | |
| **5.0** | **Working Environment** | | **Safe** | **At Risk** | **Comments** | |
| 5.1 | Facility/Area Condition | |  |  |  | |
| 5.2 | Guards/Barricades/Safety Devices | |  |  |  | |
| 5.3 | Obstruction of Safety Equipment | |  |  |  | |
| 5.4 | Housekeeping/Storage | |  |  |  | |
| **6.0** | **Mobile Equipment** | | **Safe** | **At Risk** | **Comments** | |
| 6.1 | Forklift/Manlift/Scissorlift | |  |  |  | |
| 6.2 | Crane/Rigging | |  |  |  | |
| 6.3 | Motor Vehicle | |  |  |  | |
| **Corrective Action Taken:** | | | | | | |
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