**Safe Work Requirement**

Safety Training Observation Programme

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| INTRODUCTIONPurpose The basic principal of a *Hazard Observation Program* is that all injuries and occupational illnesses can be prevented. This is achieved by training each member of the line organization to eliminate incidents and injuries by skillfully observing people as they work, talking with them to correct their unsafe acts, and encouraging them to follow safe work practices.  This specification describes ECDC minimum requirements for implementing a Hazards Observation Program, such as **Dupont’s STOP TM** system. Scope This Specification applies to all ECDC, Contractor and Sub-Contractor activities. Definitions A *Hazard Observation Programme* is based on the principle that incidents are caused by unsafe behaviour. Because unsafe behaviour can be observed before an incident occurs, it can also be corrected, thus preventing the incident from occurring.  **STOPTM refers to Dupont’s Safety Training Observation Program (STOP).**  The STOPTM suite of programmes (including STOP for SupervisionTM and STOP for EmployeesTM) are comprehensive training programmes that teach managers, supervisors, team leaders and staff how to become more skilled observers of unsafe acts, to take action to prevent their recurrence, and to encourage safe work practices. Deliverables  1. **Records**   Records shall be maintained to document the implementation of this Specification   1. **Reports**   For Dupont’s Safety Training Observation Program, STOP Observation CardsTM are to be filled out as final step in STOP observation cycle. This information is to be entered into ECDC’s STOP Database.  Contractors may either use Dupont’s STOP for SupervisionTM programme, or an equivalent. All observations have to be reported, preferably through the electronic database shared by all staff. It should be borne in mind that reporting of unsafe and safe behaviours is for the benefit of the person being observed and their team in the first place, then to others. For contractors with equivalent programmes they report observations in accordance with those programmes. Performance Monitoring A STOPTM monitoring program shall be developed, implemented and maintained to demonstrate:   1. compliance with this Specification 2. to supply the necessary data to prepare required reports (see Section 1.4.B).   To help ascertain whether audits/observations conform to STOP TM requirements, refer to the Joint Observation Tour Checklist in Appendix 6 of the STOP TM Administrator’s and Leader Guide. Review and Improvement This Specification shall be reviewed every four years. However changes to the current version may be made in less than four years as the need arises, depending on the issue of new and relevant environmental legislation and/or major organisational changes in ECDC Performance Requirements    Safety Training Observation Programme (STOPTM) The STOPTM Safety Training Observation Programme is the preferred Hazard Observation Programme to be used by ECDC employees and contractors.  The STOPTM Safety Training Observation Programme requires following the STOPTM ‘Safety Observation Cycle’, Decide – Stop – Observe – Act – Report (refer to Appendix B for additional information). STOP for SupervisionTM Asset Managers shall fully implement the STOP for SupervisionTM programme for relevant ECDC staff.  ECDC & Contractors shall fully implement the STOP for SupervisionTM programme, or an equivalent, unless formal deviation not to implement STOPTM in a contract is provided by the Contract Owner. STOP for EmployeesTM STOP for EmployeesTM or an equivalent program **is** mandatory. Also ECDC recommends that a Hazard Observation Programme be implemented by Asset Managers and Contract Owners for employees (ECDC and contractors) who are *not* in supervisory positions.  The focus of the STOP (Safety Training Observation Program) for EmployeesTM is to teach employees how to observe and audit themselves to prevent injuries and improve safety performance. This program is available in English. Requirements for a Hazard Observation Programme **In general, effective Hazard Observation Programmes have the following three pre-requisites**:   1. Genuine management commitment 2. Resourcing for suitable training of appropriate personnel 3. Resourcing to carry out the activities required to implement the programme.   **Hazard Observation Programmes require the following activities**:   1. Make observations on a daily basis 2. Carry out audits on a regular basis (or as specified by the individual programme) 3. Communicate and discuss with personnel involved in process (to share learning between parties) 4. Report findings (as specified by the individual programme) 5. Analyse findings and formulate trends and conclusions 6. Use trends and conclusions to improve existing processes and procedures 7. Report on involvement rate and performance.   Figure 1 provides a diagrammatic representation of the essential process elements of a Hazard Observation Programme. |  |
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# APPENDIX A - Selecting A Hazard Observation Programme

A suitable Hazard Observation Programme needs to be based on the following principles:

1. All injuries and occupational illnesses can be prevented.
2. Safety is everyone’s responsibility.
3. Management is directly accountable for preventing injuries and occupational illnesses.
4. Safety is a condition of employment.
5. Training is an essential element for safe workplaces.
6. Safety audits must be conducted.
7. Safe work practices must be reinforced and all unsafe acts and unsafe conditions must be corrected promptly.
8. It is essential to investigate injuries and occupational illnesses as well as incidents with the potential for injury.
9. Safety of the job is an important element of the overall safety effort.
10. Preventing injuries and occupational illnesses is good business.
11. People are the most critical element in the success of a safety and health program.

**A suitable Hazard Observation Programme is based on the following concepts:**

1. Unsafe behaviour causes injuries.
2. Line management is accountable for safety.
3. Standards determine performance.
4. Silence is consent.
5. Behavior indicates attitude.
6. Understanding increases motivation.
7. Hazards can be minimized.
8. Safety has the highest priority.
9. Safety is a daily responsibility.

# APPENDIX B - STOPTM Safety Observation Cycle

1. **Decide**

Decide that safety auditing is an important priority. Allocate time to audit people’s work practices and behaviour on the job.

1. **Stop**

Stop near enough to the person so that you can clearly see what they are doing. Be alert for unsafe acts in the first 10 to 30 seconds.

1. **Observe**

Observe everything the person is doing in a careful systematic way as you review the audit categories in your mind, ie. reactions of people, personal protective equipment, positions of people, tools and equipment, procedures, and housekeeping.

1. **Act**

Act by talking with the person to reinforce safe work practices and address at risk behaviour.

1. **Report**

Report your observations and actions on a STOPTM Safety Observation Card, and enter them in the STOP database.