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COMPANY SAFETY OBSERVATION /SAFETY DISCUSSION PROCEDURE ROLL OUT

ACTS-HSE-ROUT-0003-SFOB-20111031-REV-0

DOCUMENT DETAILS

Document Title	:	Roll Out for Company Safety Observation/Safety Discussion Procedure
Document Description	:	HSE Rollout
Prepared By	:	Anti-Corrosion Technical Services Limited
ACTS Ref	:	ACTS-HSE-PROC-0020-SOB-20111003-REV-0

REVIEW DETAILS

REV	DATE	ORIG	CHK	DC CHK	APPR
0	01 MAY 12	S.SHIM	N.RAMKISSOON	A.C. HEWITT	R. SURAJBALLY

SAFETY OBSERVATION/SAFETY DISCUSSION PROCEDURE

Acting Against Corrosion

SAFETY OBSERVATION /SAFETY DISCUSSION PROCEDURE

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OBJECTIVE

To encourage a culture of inspection, recognition and elimination of unsafe acts while maintaining safety as a personal responsibility.

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Benefits of Procedure

1. Encourages responsible safety behaviors from each employee.

2. Builds a record of safe and unsafe behaviors.

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Procedure

1. Safety Observations

2. Safety Discussion

ORGANIZATIONAL CHART

Roles and responsibilities

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Director

- Ensuring that all resources are provided to facilitate the process of Safety Observation and Safety Discussions

Roles and responsibilities

HSE Advisor

- The continuous monitoring of implemented procedures and plans.
- Contributing to the development of ACTS procedures and policies for safety management.
- Liaising with Management regarding HSE concerns.
- Ensuring that the minimum number of Safety Observations and Safety Discussions is done at ACTS office.
- Collecting, recording and reporting of information from all Safety Observation Forms and Safety Discussion Cards received.

Roles and responsibilities

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Site Safety Officer

- **Reviewing of existing hazards associated with the task at hand and identifying of any new hazards.**
- **Observing and identifying Employee's safe and unsafe work practices.**
- **Ensuring that the minimum number of Safety Observations and Safety Discussions are done at jobsites.**
- **Reviewing the Client's HSE Policy and Procedures and informing HSE Advisor of any new developments.**
- **Collecting and reviewing Safety Observations and Safety Discussions for the jobsite.**
- **Submitting all Safety Observations and Safety Discussions to HSE Advisor**

Roles and responsibilities

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Employee

- **Executing tasks in accordance with the safe work practices.**
- **Complying with all HSE guidelines set by the Client and ACTS.**
- **His personal safety and the safety of his co-workers.**
- **Practicing proper housekeeping.**
- **Conducting Safety Observations and Safety Discussions in accordance with this procedure.**
- **Conducting Safety Observations and completing the Safety Observation Form honestly and as accurately as possible.**
- **Conducting Safety Discussions and completing the Safety Discussion Card in accordance with this procedure and submitting it to the Team Leader.**

SAFETY OBSERVATION/SAFETY DISCUSSION PROCEDURE

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Procedure

Minimum Requirements for Safety Observation and Safety Discussion

- Safety Observations and Safety Discussions shall be conducted at ACTS office and on all jobsites.

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Procedure

Who can conduct a Safety Observation/Safety Discussion?

- Any employee can conduct a Safety Observation/ Safety Discussion and will be deemed as the Observer or Facilitator.

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Table 1: Minimum number of safety observations and safety discussions to be done at ACTS

Location		Minimum Number of Safety Observations	Minimum Number of Safety Discussions
ACTS Office		2 per week	2 per week
Jobsites	*Job Duration less than 1 week*	1 per job	1 per job
	Job Duration more than 1 week	2 per week	2 per week

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Completing a Safety Observation Form

STEP 1- The Observer has the option of selecting one or multiple sections from the 9 sections outline on the form by ticking the appropriate checkbox.

STEP 2- In completing individual fields on the form, the Observer should assess each subsection of the field using visual methods .If there is still uncertainty after visual observation, questions relevant to the field being observed may be posed to personnel present at the location.

These questions shall be limited and lengthy discussions shall be avoided !!

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Completing a Safety Observation Form

STEP 3- For ACTS Office the completed Safety Observation Form shall be submitted to the HSE Advisor for review and analysis

STEP 4- For jobsites the completed Safety Observation Form shall be submitted to the Site Safety Officer or Project Execution Leader for review and analysis.

SAFETY OBSERVATION FORM

Jobsite:	SOF #:
Job Title:	Date:
Observer:	Signature:

INSTRUCTIONS: *Please tick the area being observed and tick "YES" or "NO" corresponding to your observation*

☐ EMPLOYEE REACTION	YES	NO	☐ ENVIRONMENT	YES	NO
Readjusting PPE			Noise present		
Good reaction to changes in job scope			Adequate lighting		
Poor reaction to changes in job scope			Chemical hazards present		
Stopping job upon being observed			Excessive heat		
☐ HOUSEKEEPING			☐ PPE		
Done on a regular basis			Adequate for the job		
Done in an acceptable manner			Used correctly		
Employees cooperated towards tasks			In a safe condition		
☐ WELFARE FACILITIES			☐ TOOLS AND EQUIPMENT		
Lunch room present			Appropriate for the job		
Adequate toilets			Used correctly		
Adequate drinking water			In a safe condition		
Adequate accommodation			Stored appropriately		
☐ SITE SAFETY			☐ TRANSPORTATION		
Evacuation routes are posted (if applicable)			Drivers observe local driving laws and regulations		
Emergency exits/paths are identified and free from obstruction			Vehicles appear to be in good condition		
Electrical devices and cords are free from damage			Seatbelt/Harness always worn		
Storage areas/ containers are kept clean and orderly			☐ PERSONNEL		
Smoke detectors are installed (if applicable)			Adequate personnel		
A first aid kit is present and maintained (if applicable)			Aware of job hazards		
All fire extinguishers are accessible and in appropriate locations			Installed proper signs/barricades		

COMMENTS:_____

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SAFETY OBSERVATION / SAFETY DISCUSSION PROCEDURE

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Completing a Safety Discussion Card

STEP 1- The Facilitator upon realising an unsafe act or situation shall order the employee(s) involved to stop work. Upon work being stopped safely, the facilitator shall discuss with those involved the unsafe act or situation observed.

STEP 2- Any immediate actions and follow up actions should be identified at this time. (recommendation for reward or bonus etc)

STEP 3- The Safety Discussion Card should be filled out by the Facilitator with the information identified and discussed and submitted to the Team Leader. The back of the card is made available for any additional comments to be captured or to be used as extra writing space if needed.

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STEP 4- All Safety Discussion Cards shall be forwarded to the HSE Advisor at the end of the week to be reviewed .

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Important Note!!

- The Safety Discussion Card has the main purpose of encouraging conversation among employees.

- The Safety Discussion Card can be used and completed when a situation arises where an unsafe act or situation is observed.

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SAFETY DISCUSSION CARD

SDC NO.:

JOB SITE:

JOB DESCRIPTION:

Instructions:
Place a tick (√) in the boxes that correspond to your observation

OBSERVATION: SAFE ☐ UNSAFE ☐
(Please list observations)

What is the Observation related to?

People at Work

Procedures	☐	Site Rules	☐	Use of PPE	☐

Tools and Equipment

Inspections	☐	Working condition	☐
Certification	☐	Safety Guards	☐

Environmental Conditions

Noise	☐	Chemical	☐	Confine Space	☐
Light	☐	Dust	☐	Heat	☐
Obstacles	☐	Work at Heights	☐	Other	☐

IMMEDIATE ACTIONS

FOLLOW UP ACTIONS REQUIRED: NO ☐ YES ☐ (Please List)

Facilitator Signature:	Date:

ACTS-HSE-FORM-0010-SDC-20130328-REV-1

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Comments:

SAFETY OBSERVATION /SAFETY DISCUSSION PROCEDURE

Recap

- Safety Observation Form

- Safety Discussion Card

SAFETY OBSERVATION /SAFETY DISCUSSION PROCEDURE

- Any Questions