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If you are interested in digitizing this process and taking your operations to the next level please feel free to get in touch:

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[solutions@weeverapps.com](mailto:solutions@weeverapps.com)

Toll free: 1 (800) 299-0623

**Purpose**

Behavior Based Safety (BBS) initiative is an education and observation process used to improve safety and reduce risk in the workplace. This process uses a proactive approach and is intended to communicate to employees the elements and the procedures of Behavior Based Safety that will assist in reducing at risk behaviors which in turn reduces injuries in our workplaces.

**Scope**

The BBS applies to all employees. Employees are permitted to participate in BBS initiatives already in place at customer locations if required by the customer. Employees are requested to participate in Behavior Based Safety process and follow the process guidelines.

**Requirements**

Safety awareness principles are the foundation of the Behavior Based Safety process. The key concepts teach employees to recognize when they may be in one of the following states…

* Rushing (working too fast)
* Frustration
* Fatigue
* Complacency
* Being in the “Line of Fire”

A Job Safety Analysis (JSA) will be conducted prior to each job. The purpose of which is to eliminate or control all hazards that may be encountered to complete the job. This process is included in the Behavior Based Safety process to establish the correct habits and work procedures in order to reduce at-risk behaviors.

The observation process is designed to raise safety awareness and provide a feedback mechanism for management to make changes in design, process or procedure in order to reduce at-risk behaviors. The key to this process is raising awareness of behavior through observation and feedback. This process has three key elements and they are..

* Conducting observations of employees work behavior
* Collection of data and performing Trend Analysis
* Action Plan follow up and feedback

**Responsibilities**

Managers and Supervisors will coach observers and develop action plans to ensure continuous improvement and ensure all employees are trained on the Behavior Based Safety.

**Elements**

An Employee Observer responsibility will include:

* Learn the BBS process and the benefits of reducing at risk behaviors
* Promote the BBS Process
* Assist workers by offering suggestions to safely perform a task or help them with a task if necessary
* Give constructive feedback after observations
* Record a comment for every “at risk” to include what and why. Make quality observations for quality comments
* Offer and work toward solutions of problems found

The Observed Employee will

* Be open and cooperative
* Be familiar with the BBS process
* Participate in problem solving meetings

**Training**

Training on the observation process will include how to conduct the observation, how to complete the observation form, what do the behaviors mean, feedback training and role play (mentoring and coaching) and employees should be aware they may be observed at any time.

Training objectives will include

* How to conduct the observation
* How to complete the observation form
* What behaviors to look for
* Employees should be aware they may be observed at any time

**Behavior Based Safety Observation Sheet**

**Please attached photos if applicable.**

Mark all concerned observations below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Body position** | * **PPE** | * **Tools & Equipment** | * **Work environment** | * **Procedures** |
| * Pivoting/twisting * Risk of falling * Line of fire * Ascending/descending * Lifting/lowering * Posture * Grip/force * Ergonomic design | * Head * Respiratory System * Eyes and face * Hearing * Hands and arms * Body * Feet and legs * Quality of PPE | * Used correctly * Selection/condition * Appropriate for the task/use | * Housekeeping * Not free of trip hazards * Area organized | * No written procedure * Inadequate * Adequate but not followed * Inadequate training * LOTO/Energy isolation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * BBS observation |  Unsafe act |  Unsafe condition |  Recognition |  Environment |
| **Describe the observation:** | | | | |
| **Employee/observer input:** | | | | |
| **Employee’s action taken or recommendation:** | | | | |
| **Supervisor or management action taken:** | | | | |

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**For Supervisor use only.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Next Steps:** | **Comments** | **Due Date:** | **Leader:** |
|  |  |  |  |