

Section 9
Brieser
Construction
SH&E
Manual

October 16

2017

The purpose of this plan is to establish a program and procedures for the evaluation of self, peers and overall jobsite safety behaviors, unsafe acts and unsafe conditions at *Brieser Construction*.

Jobsite
Survey &
Behavior
Observation

BRIESER CONSTRUCTION GENERAL CONTRACTORS		DATE:	PROCEDURE:
		10-16-17	TBD
CORPORATE SAFETY, HEALTH & ENVIRONMENTAL MANUAL		Revision:	PAGE:
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CROSS REFERENCE:	None		

Safety Observation & Survey Brieser Construction

Purpose

The purpose of this plan is to establish a program and procedures for the evaluation of self, peers and overall jobsite safety behaviors, unsafe acts and unsafe conditions at *Brieser Construction*. Our Company is firmly committed to providing each of its employees a safe and healthy work environment. The purpose for this procedure is to outline requirements for conducting daily, weekly and monthly jobsite safety inspections & behavioral observations.

Definitions

Attitude- refers to the ‘feel’ part of your work. It relates to how you feel about your work and your approach towards work. Hence, work attitude behavior is intangible. You cannot see it. Your colleagues cannot see it. But people can feel it.

People whom you work with can feel your work attitude behavior. They can feel it if you carry out your tasks with pride. They can feel whether you believe in your work or not. They know if you have passion in your work. These positive attitudes at work are a ‘subconscious’ transfer of feelings.

Behavior- refers to the ‘do’ part of your work. It relates to how you do your work and how you get your work done. Work behavior attitude can be seen. It is the actual work. You can see the result of your work behavior attitude be it a report or a finished good. Your colleagues can see it. It is the action.

They can see if you worked hard. They can see if you do your work with skills and applied the knowledge you know into the work. They can see for themselves if you are the "all talk and no work" type. Work behavior attitude is the real thing. You cannot fool people into believing that your work behavior attitude is good when it is not.

Unsafe Act- The actions of a person in a manner which vary from the accepted or legislated safe practice and create a hazard to themselves, another person, or equipment.

Unsafe Condition- A condition in which something exists that varies from a normal accepted safe condition and, if not corrected, could cause injury, death, or property damage.

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Responsibilities

The Program Administrator – Safety Manager

These people are responsible for:

- Maintaining the training records of all employees included in the training sessions.
- Reviewing and updating this program as necessary.
- Reviewing and analysis of trending
- Preparing action plans to address unsafe behaviors
- Providing initial and annual training of employees on program objectives and incident metrics. How to conduct observations and completion of the Brieser jobsite survey and behavior observation form.
- Conduct jobsite survey's and behavior observations daily

Management – Key Management Team

These people are responsible for:

- Reviewing and analysis of trending
- Assist the Safety Department in preparing action plans to address unsafe behaviors
- Conduct a jobsite survey monthly

Personnel Manager

This department is responsible for:

- Maintaining the training records of all employees included in the training sessions.
- Data entry from Brieser jobsite survey and behavior observation form to trend unsafe behaviors

The Job Superintendent/Foreman

This person is responsible for:

- Immediately responding to any employee concerns and requests for information.
- Perform one behavior observation and jobsite survey a week.
- Ensure observations remain anonymous and positive in nature
- Turn in Brieser jobsite survey and behavior observation forms to office to be scanned and entered into system for trend analysis
- Correct any unsafe behavior or unsafe act or condition in a positive fashion

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CROSS REFERENCE:	None		

- Verify that employees are trained on the observation process
- Ensure that each jobsite survey & behavior observation has been signed for their jobsite.

Employees

These people are responsible for:

- Perform at least one behavior observation per week and at least one jobsite survey a week
- Ensure observations remain anonymous and positive in nature
- Turn in Brieser jobsite survey and behavior observation forms to office to be scanned and entered into system for trend analysis
- Correct any unsafe behavior or unsafe act or condition in a positive fashion

General

Conducting the Observation

The key to a successful observation is the initial contact between the observer and the worker or workers that are the subject of the observation. Observers are trained to establish a friendly contact and explain the purpose of the observation and that he/she will identify both the positive observations and the behavior or unsafe condition that requires correction. The Observer will solicit the observed employee's comments as to a solution for the unsafe behavior and recorded on the form. It is also stressed that with the exception of an intentional and flagrant safety violation, there are no names to be associated with the observation. If the worker being observed fails to correct or respond positively to the observer, the supervisor is called and the observation is halted. Normally, however, the observer finds nothing but safe behavior and thanks the worker for their cooperation and gives the worker praise for doing their job safely.

Training

Any Brieser employee wishing to perform Jobsite Surveys and Behavior Observations must be qualified as defined under training requirements in this section.

Training Content

Training will include:

- Program objectives and incident metrics that will be measured on the behavioral observation form
- Hazard identification techniques
- A review of all Brieser Construction critical permits

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CROSS REFERENCE:	None		

- History and theory of Behavior Based Safety
- Hands-on or table top exercises to improve human interaction
- OSHA VPP elements and overall review of a Safety and Health Management System

Training Requirements

Classroom training: 2 Hrs.

Hands-on: A minimum of five observations under a trained employee, initially management or safety will conduct this training. To be considered an Instructor in Jobsite Survey & Behavior Observations, an individual must complete the 2 Hr classroom training and also the required five onsite observations with a qualified instructor.

Data Collection & Trend Analysis

All Jobsite Survey and Behavior Observations will be sent to the office to be scanned into our network in addition; all Behavior Observations will be entered into a data base which will be grouped according to the forms criteria section and trended for % safe & unsafe behaviors.

Action Plan

The Safety Manager in conjunction with the key Management Team provides action plans to address unsafe behaviors. The action plan items will be transferred to our annual VPPC submissions to OSHA under the Voluntary Protection Program which is reviewed throughout the year and action items are completed per this list.

**BRIESER CONSTRUCTION
SAFETY & HEALTH MANUAL
SECTION 9
JOBSITE SURVEY & BEHAVIOR
OBSERVATION
TRAINING**

EMPLOYEE TRAINING CERTIFICATION & ACKNOWLEDGMENT
Brieser Construction

Date: _____ Location: _____

Trainer's Name and Title: _____

Trainer Qualifications: _____

Length of Training: _____ Hours/Minutes Time: _____ AM/PM _____ AM/PM

Purpose of Training (check one):

Hands on Training

- Date _____
- Date _____
- Date _____
- Date _____
- Date _____

Jobsite Survey & Behavior Observation-
Classroom

TITLE: Jobsite Survey & Behavior Observation

Note: Be sure to perform at least 5 Behavior based audits under a trained employee to get credit for Hands on.

Hands on Training Verification	
Trainer (Please print)	Student (Please print)

Discussed and/or Viewed:

- ✓ Jobsite Survey & Behavior Observation Form
- ✓ Section 9 Brieser SH&E Manual
- ✓ PowerPoint Presentation: Hazard Identification/Scan for Safety

ROUTING	PERSONEL MANAGER	Add to Training Database
	SCAN	SAFETY/JOBSITE SUREVEY & BEHAVIOR OBSERVATION/(PURPOSE OF TRAINING)/MMDDYY TRAINING CERTIFICATION

Signature of Instructor _____ Employee (Print) _____

Please Note: If more than one employee is being trained use Attendance Roster pg. 8 Sect. 9

ATTENDANCE ROSTER

Brieser Construction

EMPLOYEE NAME (Print or Type)	EMPLOYEE SIGNATURE	TRADE	JOB TITLE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

ROUTING	PERSONEL MANAGER	Add to Training Database
	SCAN	SAFETY/JOBSITE SUREVEY & BEHAVIOR OBSERVATION/TRAINING/MMDDYY TRAINING CERTIFICATION

Brieser Construction
Jobsite Survey & Behavior Observation

Company name	Brieser Construction	Job Number	
Supervisor		Surveyed By	
Date/time		Supervisor Signature	
Jobsite location		Project Manager	

S= Safe Condition N/A= Not Applicable R= At Risk Condition

JOBSITE CRITERIA	S	N/A	R	COMMENTS - Positive & Reinforcement
Individual Observation Section				
Personal				
Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eyes & Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legs & Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arms & Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Body use and positioning:				
Lifting/Pulling/Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Striking Against or Being Struck by Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contacting Temperature Extremes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contacting Electric Current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exposure to a Hazardous Substance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repetitive Motions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Awkward Positions/Static Postures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Caught In, On, or Between Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools and Equipment:				
Proper Selection and Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool and Equipment Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cords/Lights Condition and Tagged Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GFCI's/Tested & Being Used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scaffolds Tagged & Inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping Condition				
At audit start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jobsite Survey Section				
Work				
Housekeeping Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Area Flagged Off Properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper Storage of Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking and Working Surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jobsite General:				
TSTI complete & reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Procedures Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kit Available and Properly Stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barricades installed where needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Anonymous Safety Risk Report Forms Available onsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Meetings Held Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating				
Hot Work/Entry Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fall Protection Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confined Space Entry Signs Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Excavation Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting/Rigging Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demolition-Engineering Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-Lift Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lock Out/Tag Out Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	