



Section 9 Brieser Safety Health & Environmental Manual

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.

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.

SafetyToolboxTalks

- *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 and behavior observation monthly

The Office 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 at least one behavior observation per day 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
- 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

SafetyToolboxTalks

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 (Stand Back)
- A review of all Brieser Construction critical permits
- 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 but may lead to SH&E committee members taking on this role as well. 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.

Anyone in the Company may use the Brieser Safety Self Audit Check List. This audit will ensure compliance with common Brieser safety policy.

BRIESER CONSTRUCTION COMPANY
 SAFETY SELF AUDIT CHECK LIST
 ROUTE TO SAFETY MANAGER
 ADDITIONAL INFORMATION ON REVERSE SIDE
 REV. 111504

THIS CHECK LIST IS A REMINDER ONLY. LOOK FOR OTHER UNSAFE ACTS AND CONDITIONS.

WORK ORDER NO. _____
 JOB AUDITED: _____
 JOB FOREMAN: _____

DATE _____ TIME _____
 AUDITOR: _____
 PROJECT MANAGER: _____

	<u>YES/NO/N/A</u>	<u>COMMENTS</u>
1) SUPERVISOR ON JOBSITE?	_____	_____
2) PPE BEING WORN AS PER POLICIES?	_____	_____
3) PERMITS AUTHORIZED AND ADHERED TO?	_____	_____
4) HAVE ALL PERSONNEL ATTENDED SAFETY TRAINING	_____	_____
5) GOOD HOUSEKEEPING PRACTICES BEING FOLLOWED?	_____	_____
A. JOB SITE/FAB AREAS	_____	_____
B. OFFICE/STORAGE AREAS	_____	_____
6) ARE MATERIALS BEING USED PROPERLY VERIFIED?	_____	_____
7) PERSONAL SAFETY EQUIP, I N GOOD CONDITION?	_____	_____
A. FIRST AID SUPPLIES AVAILABLE	_____	_____
B. DRINKING WATER & SANITARY FACILITIES AVAILABLE?	_____	_____
C. FEDERAL, STATE, OSHA & WORK COMP POSTER POSTED?	_____	_____
D. EMERGENCY NUMBERS POSTED	_____	_____
8) CORRECT TOOLS BEING USED FOR THE JOB?	_____	_____
9) TOOLS BEING USED CORRECTLY & IN GOOD REPAIR	_____	_____
10) ELECTRICAL CORD/LIGHTS TAGGED WITH PROPER COLOR?	_____	_____
11) COMPRESSED AIR USED PROPERLY?	_____	_____
12) COMPRESSED GAS CYLINDERS & TORCH USED CORRECTLY?	_____	_____
13) CHAIN HOIST/COMMEALONGS INSPECTED AND TAGGED?	_____	_____
14) JOBSITE ADEQUATELY BARRICADED?	_____	_____
15) TRUCKS AND OTHER MECHANIZED EQUIP. RELIABLE?	_____	_____
16) CONFINED SPACE POLICY ADHERED TO?	_____	_____
17) LOCK OUT TAG OUT POLICY ADHERED TO?	_____	_____
18) EXCAVATION POLICY ADHERED TO?	_____	_____
19) RESPIRATORY POLICY ADHERED TO?	_____	_____
20) HEARING POLICY ADHERED TO?	_____	_____
21) HAZ COM PROGRAM ADHERED TO?	_____	_____
22) LADDER, STAIRWAY SCAFFOLDING POLICY ADHERED TO?	_____	_____
23) FIRE PREVENTENTION POLICY ADHERED TO?	_____	_____
24) MARINE WORK POLICY ADHERED TO?	_____	_____
25) ARE EMPLOYEE'S ATTITUDES CONDUCTIVE TO SAFE WORK PRACTICES?	_____	_____

COMMENTS: _____

BRIESER CONSTRUCTION COMPANY
SELF AUDIT CHECK LIST ADDITIONAL INFO

- 2) PPE CHECKLIST (OSHR 1926.28, 100thru 106)
Hard hat, safety glasses, goggles, ear plugs, dust mask, face shield, toe protectors, rubber gloves, reflective vest, safety harness, lanyard, lifeline.
- 5) HOUSEKEEPING (OSHR 1926.25)
Aisle ways clear, adequate illumination, garbage can available & empty. exits clear, material neatly stored
- 6) Good lifting techniques, hand carts & dollies used
- 7) PERSONAL SAFETY EQUIPMENT (OSHR 1926.51)
Cups available for drinking water with waste receptacle.
Chemical toilet available for every 20 workers
Posters-eeo, minimum wage, polygraph, work comp, unemployment.
- 9) TOOLS - guards in place (OSHR 1926.300thru305)
- 10) ASSURED GROUNDING (OSHR 1926.404)
Jan - Mar. white, Apr - June green, Jul y - Sept. orange, Oct - Dec. red, twist lock used where needed.
Cords in good condition, no cuts outer sheathing, connections between plug & cord OK
- 11) COMPRESSED AIR (OSHA 1926.302)
Couplings properly retained, safety valve in use, blow pipe w/chip guard and pressure reducer.
Hose in good condition, safety clips in place
- 12) COMPRESSED GAS CYLINDERS & TORCH SAFETY (OSHR 1926.350thru354)
Cylinders upright & secured (regulators off, valves off & capped when not in use or being moved)
Tinted goggles used, strikers used.
- 13) EQUIPMENT LIFTING (OSHR 1926.251)
Pre-lift form completed. Slings checked & ratings adequate & adequately stored, tag lines being used.
- 14) JOBSITE BARRICADED (OSHA 1926.202)
Excavations & work area adequately barricaded. Floor opening, trenches, etc. guarded.
- 15) TRUCKS, FORK TRUCKS AND MECHANIZED EQUIPMENT RELIABLE (OSHR 1926.602)
Lights, signals, backup alarm working properly, windows free of defects, wipers operable, exhaust system in good repairs, operator qualified, hydraulic systems properly functioning(no leaks)
Fork trucks – Daily Inspection Completed, forks carried low when empty, load properly loaded and operator trained
- 16) CONFINED SPACE (OSHR 1910.146)
Entry permits being followed.
- 17) LOCK OUT/TAG OUT (OSHA 1926.416)
Energy sources identified locked & tags out.
- 18) EXCAVATION (OSHR 1926.650thru652)
Competent person on site. Ladder or ramp within 25' of workers. Exc. sloped and spoil stockpiled 4' from excavation.
- 19) RESPIRATORY POLICY (OSHA 1926.103)
Employees trained in respirator use, half masks &/ scba require pulmonary function test, dust masks do not.
Respirators cleaned & stored in plastic bag.
- 20) HEARING POLICY (OSHA 1926.101)
Ear protection in noisy areas & operating equipment & tools.
- 21) HAZ-CON PROGRAM (OSHR 1926.59)
Containers labeled, MSDS on site, employees aware of program.
- 22) LADDERS & STAIRWAYS CHECKLIST (OSHR 1926.1050 thru 1060)
Ladders provided at breaks of 19" or more. Ladders are not defective, rungs clear, area clear, slip resistant bases, ladder secured. Extend 3, above landing and secured and barricaded. Correct 1/4 slope, no metal ladders near wiring. Employees using correctly-facing ladder, not carrying tools etc. stepladders open. Ladders properly stored. Inspection sticker signed & dated before use.
SCAFFOLDING (OSHR 1926)
Erected & inspected by competent person, adequate ftgs, 4' to 10', in height and less than 45" in either direction shall have guardrails, scaffold grater than 10' high shall have guardrails, all platforms shall be fully planked w/ scaffold grade plank, overlap planks 12" & secure w/cleats, guardrail to be 2 x 4 - 42" high w/midrail and vertical support 8' on center, toeboard to be 4" high.
- 23) FIRE PREVENTION (OSHR 1926.150 thru 155)
Fire extinguisher in trailers and trucks and on job site. Fire extinguisher charged, pin in place and updated. Garbage cans emptied, container for cigarette butts. Safety cans for gasoline cans labeled with HAZ-COM. Ignition sources identified & contained. Exits operating properly and not blocked, exit access is clear.
- 24) MARINE WORK (OSHR 1926.685 6 1%)
USCG Life jacket, ring buoy w/90' of line every 200', lifesaving skiff available .

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
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Individual Observation Section

Personal

Head	////	////	////
Eyes & Face	////	////	////
Ears	////	////	////
Respiratory	////	////	////
Trunk	////	////	////
Legs & Feet	////	////	////
Arms & Hands	////	////	////

Body use and positioning:

Lifting/Pulling/Pushing	////	////	////
Striking Against or Being Struck by Objects	////	////	////
Contacting Temperature Extremes	////	////	////
Contacting Electric Current	////	////	////
Exposure to a Hazardous Substance	////	////	////
Repetitive Motions	////	////	////
Awkward Positions/Static Postures	////	////	////
Caught In, On, or Between Objects	////	////	////
Falling	////	////	////

Tools and Equipment:

Proper Selection and Use	////	////	////
Tool and Equipment Condition	////	////	////
Cords/Lights Condition and Tagged Properly	////	////	////
GFCI's/Tested & Being Used	////	////	////
Scaffolds Tagged & Inspected	////	////	////

Housekeeping Condition

Known	////	////	////
Understood	////	////	////
Followed	////	////	////

Jobsite Survey Section

Work

Housekeeping Condition	////	////	////
Area Flagged Off Properly	////	////	////
Proper Storage of Materials	////	////	////
Walking and Working Surfaces	////	////	////
Adequate Lighting	////	////	////

Jobsite General:

TSTI & WASRW complete & reviewed	////	////	////
Emergency Procedures Posted	////	////	////
First Aid Kit Available and Properly Stocked	////	////	////
Barricades installed where needed	////	////	////
Safety Meetings Held Weekly	////	////	////

Operating

Hot Work/Entry Permits	////	////	////
Fall Protection Permits	////	////	////
Confined Space Entry Signs Posted	////	////	////
Excavation Permits	////	////	////
Lifting/Rigging Permits	////	////	////
Lock Out/Tag Out Permits	////	////	////