

### Job Safety Observation

Date	Time	Location or area
Employee observed		
Task observed		

#### Observations

A Job Safety Observation (JSO) is an opportunity to recognize safe behaviors, correct unsafe actions, and provide coaching and instruction. The observer should immediately correct unsafe actions that may result in injury or property damage. See page 2 for instructions.

#### Conducting a Job Safety Observation (JSO)

It is the recommended practice to conduct a JSO where employees are potentially exposed to physical, chemical, or other hazards. JSOs may be conducted by supervisors or others as determined by management or the safety committee.

**1. Verify proper use of personal protective equipment (PPE), if required.**

PPE is required  
 Yes  No

PPE is being used properly  
 Yes  No

**2. Describe safe behaviors, unsafe actions, hazards, or unsafe conditions observed.**

Safe behaviors:

Unsafe actions:

Hazards or unsafe conditions:

**3. Describe any nonconformance to job procedure steps.**

**4. Describe recognition given or corrective actions taken (if any).**

Signature of individual making the observation

Signature of person being observed

## Job Safety Observation—continued

Employee observed

Task observed

### Instructions

- 1. Identify critical safety behaviors** that you want to observe (for example, proper lifting, wearing of personal protective equipment, good driving habits, and so on).
- 2. Select the task.** Select a task that presents a risk of injury to employees if performed improperly. Such tasks can be found by reviewing past incident reports, first aid logs, and so on.
- 3. Select the employee.** Give priority to:
  - New employees.
  - Experienced employees with a new assignment.
  - At-risk employees.
- 4. Plan the observation.**
  - Review schedules to determine when the task is to be performed and who will be performing the task.
  - Schedule the observation.
- 5. Conduct the observation.**
  - Prepare the employee and explain what you will be doing.
  - Observe the employee's performance of the task. Check for:
    - Proper sequence of the task steps.
    - Safe behaviors or unsafe actions.
    - Unsafe conditions.
    - Proper use of tools, equipment, and materials.
    - Proper use of personal protective equipment (if required).
- 6. Provide the employee with coaching and instruction.**
  - Coaching and instruction should help the employee to improve or maintain safety performance.
  - Give specific feedback (for example, compliment the employee on his or her performance, describe any unsafe actions in detail, describe how to improve, listen to employee feedback, and ask the employee for help in correcting unsafe actions). Thank the employee.
- 7. Review the Job Safety Observation report with the safety committee.**
- 8. Recommend corrective action.**