

Planned Job Observation



Location Name and/or Site #		City	Province	Work Order No.	Observation Date	Time	
Observer's		Observee's					
Name			General Contractor				
Company			Subcontractor (if applicable)				
Title	<input type="checkbox"/> Owner <input type="checkbox"/> Supervisor <input type="checkbox"/> Worker / Peer		Observing:		<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CREW		
	<input type="checkbox"/> HSSE Advisor <input type="checkbox"/> Manager		Work activity observing:				
Potential Higher/Medium Risk Activity							
	Work at heights above 1.8m (includes excavations)		Hot Work				
	Confined Space Entry		Heavy Equipment Lifting (i.e. with Crane or Boom Truck)				
	Tankfield Sump Entry		Critical Controls System Shut Down				
	Lock Out / Tag Out (LOTO)		Ground Disturbance (within careful digging zone or utility locate)				
	Vacuum Truck Use						
Description of Task & Background Information / Work Conditions							
Positive Comments (From Feedback Session)							
Observee Comments							
Conclusions (Why Questionable Items Occurred)							
Root Causes							
PERSONAL FACTORS:			JOB FACTORS:				
#1 Lack Of Skill Or Knowledge			#5 Lack Of Or Inadequate Procedures				
#2 Correct Way Takes More Time And/Or Requires More Effort			#6 Inadequate Communication Of Expectations Regarding Procedures Or Acceptable Practices				
#3 Shortcutting Procedures Or Acceptable Practices Is Positively Reinforced Or Tolerated			#7 Inadequate Tools Or Equipment				
#4 In Past, Did Not Follow Procedures Or Acceptable Practices And No Incident Occurs			#8 External factor: _____				
?? Item # from pg 2	Root Cause #	Recommendation to address root cause			Person Responsible	Agreed Due Date	Completion Date
Feedback Session							
Session Date		(MM / DD / YYYY)	Session Time		AM	PM	
Internal Management Review (if applicable)							
Review Date		(MM / DD / YYYY)	Approval Date		(MM / DD / YYYY)		
Reviewer Signature			Approver Signature				

Planned Job Observation



Mark the appropriate column

Category	Description	NA	OK	??	Comments	
Personal Protective Equipment	101	Hearing Protection: (Ear Plugs, Ear Muffs)				
	102	Head Protection (Hard Hat)				
	103	Eye/Face Protection (Safety Glasses, Goggles, Visors, Face Shield)				
	104	Hand Protection (Gloves - Leather/Leather Palm/Cotton/Chemical Resistant)				
	105	Foot Protection (Safety Boots, Steel Toe, Non-Slip Soles, Rubber/Chemical Resistant Boots)				
	106	Body Protection (Protective Clothing, Long Sleeves, Disposable Coveralls, Apron, Thermal)				
	107	Respiratory Protection (Dust Mask, Full or Half-Face Air Purifying Respirator, Airline, SCBA)				
	108	Fall Protection (Full Body Harness, Lanyard, Lifeline)				
	109	High Visibility Clothing				
Body Use & Positioning	201	Correct Body Use & Positioning (Lifting/Bending, etc)				
	202	Line of Fire - Correct Positioning				
	203	Pinching/Scraping Point				
	204	Ascending/Descending (3-point contact, handrail use, etc.)				
	205	Walking (Attentiveness, safest route)				
	206	Excessive Effort/Overexertion				
	207	Eyes on Task				
Work Environment	301	Work/Walk Surface Free of Obstructions				
	302	Housekeeping/Storage				
	303	Warning Devices, Barricades, Cones, Barriers, Flags, Area Roped Off				
	304	Fixed Ladder/Stairway/Temporary Access				
	305	Safe Working Area				
	306	Adequate Lighting				
Procedures	401	Job-Planning (DSWP, JSA, WHMIS/SDS, Locates etc.)				
	402	Lockout/Tagout/Isolation				
	403	Work Permit/Authorization to Work/Training				
	404	Safety Lines Properly Secured				
	405	Tools / Objects Properly Secured/Contained				
	406	Rigging/Support for Lifting				
	407	Operation of Lift/Hoist				
	408	JSA Procedures / Critical Checklists Procedures Followed				
	409	Correct Number of People Doing the Job				
	410	Communication with Others				
	411	Interfaces with Other Functions				
	412	Secure/Clean Area When Complete				
	413	Gas Testing/Benzene Testing				
Tools / Equipment	501	Scaffolding (railings, toe board, access, tagged where applicable, bracing and anchoring, wheel locks, outriggers)				
	502	Portable Ladders (electrical duty, size, anchoring)				
	503	Hand Tool Selection, Condition & Use				
	504	Power Tool Selection, Condition & Use				
	505	Equipment Selection, Condition & Use				
	506	Electrical Cables/Connections/Grounding				
Environ-ment	601	Proper Storage/Disposal of Sample and Waste Materials				
	602	Precautions Taken to Avoid Environmental Damage (drip trays or pads, etc.),				
		Total:				
	<i>Note: % safe = Total correct/(Total correct + Total Questionable)</i>					

PLANNED JOB OBSERVATION - ROOT CAUSES



PJO Root Cause Categories: Personal Factors and Job Factors.

For questionable items check the “??” box Page 2. Transfer to page 1 and select from root causes below for further review.

This enables the observer to determine what areas need to be addressed. For example; if personal factors are determined, the observer may want to review the worker's training or whether the supervisor did not intervene when standards were not followed.

Examples of Job Factors could be lack of updated procedures, or insufficient planning of the job.

PERSONAL FACTORS

#1 LACK OF SKILL OR KNOWLEDGE

- a) Training not conducted
- b) Missed required training
- c) Not addressed in training
- d) Training completed but not clearly understood
- e) Task completed/attempted by non-qualified person

#2 CORRECT WAY TAKES MORE TIME AND/OR REQUIRES MORE EFFORT

- a) Correct way / adhering to the procedure takes more time or requires more effort
- b) PPE / proper equipment for the job available but not used due it would take too long to collect
- c) PPE not used as it makes the task more difficult
- d) Full briefing on job requirements not undertaken as too time consuming

#3 SHORT-CUTTING PROCEDURES OR ACCEPTABLE PRACTICES IS POSITIVELY REINFORCED OR TOLERATED

- a) Supervisor implied need for short cut
- b) Supervisor sometimes ignores or fails to intervene when standards not followed
- c) Employee perceived need
- d) Customer implied need
- e) Friendly competition
- f) No reinforcement of standards or procedures

#4 IN PAST, DID NOT FOLLOW PROCEDURES OR ACCEPTABLE PRACTICES AND NO INCIDENT OCCURRED

- a) Last minute risk assessment not performed
- b) Procedures and/or work standards such as JSA not consulted
- c) Job habits / common practice has become out of line with procedures or acceptable standards
- d) Procedure is complex or difficult to use
- e) Lack of understanding of SH&E risks associated with task
- f) SHE risks understood, but not mitigating them is accepted by worker

JOB FACTORS

#5 LACK OF OPERATIONAL PROCEDURES OR WORK STANDARDS

- a) Procedures not developed or updated when change required / no site specific JSA made
- b) Procedure content does not address hazards leading to the incident
- c) Procedure written but not available/inconvenient for use
- d) Procedure contains errors (sequence wrong, version, cannot be executed ...)

#6 INADEQUATE COMMUNICATION OF EXPECTATIONS REGARDING PROCEDURES OR STANDARDS

- a) Insufficient planning or time for explaining before the start of the job
- b) Modification of a standard procedure or instruction not received by the worker
- c) Identified special requirements e.g. work permit / PPE not understood by the worker
- d) System for testing worker understanding of procedures less than adequate

#7 INADEQUATE TOOLS OR EQUIPMENT

- a) Equipment breakdown (production error/wear & tear/improper use/no routine maintenance conducted)
- b) Correct tools/equipment not available to workers
- c) Equipment design problem
- d) Ergonomics
- e) Repaired once but failure repeated
- f) Identified but not yet repaired
- g) Labeling or ID markers not present or incorrect
- h) PPE not available or inadequate

#8 EXTERNAL FACTOR

- a) Natural disaster
- b) Act of vandalism
- c) Pure third party action