

Job Safety Observation

Date	Time	Location or area
Employee observed		
Task observed		

A Job Safety Observation (JSO) is an opportunity to recognize safe behaviors, correct unsafe acts, 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.

1. Verify proper use of personal protective equipment, if required.

PPE is required ☐ Yes ☐ No PPE is being used properly ☐ Yes ☐ No

2. Describe safe behaviors, unsafe acts, hazards, or unsafe conditions observed.

Safe behaviors:

Unsafe acts:

Hazards or unsafe conditions:

3. Describe 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
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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. 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 tasks where employees are more prone to be injured (by reviewing past incident reports, for example).
- 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.
 - Review schedules to determine 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 acts.
 - Unsafe conditions.
 - Proper use of tools, equipment, and materials.
 - Proper use of personal protective equipment.
- 6. Provide the employee coaching and instruction.**
 - Provide coaching and instruction to improve or maintain safety performance.
 - Give specific feedback (compliment on performance, describe any unsafe acts in detail, describe how to improve, listen to employee feedback, ask employee for help in correcting unsafe acts, thank employee).
- 7. Review Job Safety Observation report with the safety committee.**
- 8. Recommend corrective action.**