

BEST PRACTICE

Department: **Construction Owners Association of Alberta**

Subject: **Focus Observations**

1.0 PURPOSE

To provide a systematic compliance measurement process for construction health, safety and environmental management systems (refer to figure 1 – *Focus Observation Program – Overview*).

2.0 SCOPE

This Best Practice provides a generic framework for creation and implementation of a Project Focus Observation Program. This standard identifies responsibilities and activities for job functions that have a role in the implementation and stewardship of the Focus Observation Program. This *Best Practice* also includes flow charts that define the process and Observation Checklists that measure compliance to project HSE requirements for 25 high-risk construction activities.

3.0 GENERAL

The process described herein includes elements of known and effective construction management systems including: physical conditions inspections, behavioral observations, quality surveillance activities, trend identification and analysis and, team problem solving (see figure 2 – Elements of a Construction Focus Observation Program).

Focus Observation is an advanced safety management technique. Companies that have yet to achieve organizational consistency and quality in their core HSE elements (i.e. Internal Responsibility System, Risk Assessment and Treatment, Investigation, etc.) are advised to maintain emphasis on these fundamentals prior to considering implementation of a formalized observation or compliance measurement system.

A focus observation program is not a behavior-based safety observation program. While methodology is similar and the program described herein requires observation of work in-progress, the thrust of a Focus Observation program is to measure *compliance* based on pre-determined standards (usually those detailed in a Project HSE Manual or equivalent). The observation feedback and process improvement loops of a focus observation program differs markedly from behavior-based approaches in that compliance data is used primarily to motivate management and supervision to provide more directed and specific oversight and direction to work processes requiring improvement.

While a focus observation program must include constructive criticism and effective corrective coaching, these interactions are not considered the main driver of improving behaviors at the work face. While peer-to-peer reinforcement of compliant behavior is important, most workers are more strongly motivated by the actions, attitudes and instructions of their supervisor and the remainder of the management team. Hence, the process described here requires organization of technically skilled compliance measurement teams whose primary purpose is to collect compliance data. The data is then analyzed and charted for distribution to the field supervisory and management teams. Also described are formal input processes for the compliance measurement teams to provide line supervision and management with improvement recommendations.

A properly implemented and managed focus observation program provides the construction management team the most effective diagnostic tools for their health, safety and environmental management system.

4.0 RESPONSIBILITIES

The **Construction Manager / Director** is responsible to instruct and empower line managers, field supervision and project HSE resources to implement the Focus Observation Program. This includes providing direction to each of the above individuals and / or teams to provide adequate resources in terms of people availability and funding to effectively carry out the requirements of the program. The Construction Manager / Director is shall identify a *management champion* for the Focus Observation Program.

The **Project HSE Manager** is responsible to:

- Provide instruction to the Project Management and Line Supervision teams regarding the mechanics of the Focus Observation program, including:
 - Selection and formation of compliance measurement teams;
 - Selection of construction activities to be measured;
 - Format and content of compliance checklists;
 - Methods for collection and compilation of compliance data;
 - Distribution and dissemination of data;
 - Feedback mechanisms, work improvement steps and tracking of program implementation.
- Provide data management software to adequately tabulate and chart compliance findings,
- Provide administrative personnel to compile and disseminate compliance data to project management and line supervision;
- Participate in feedback sessions and monitor quality and quantity of same
- Communicate key compliance team findings to project management including discussion of significant successes and areas of opportunity for improvement.
- Monitor implementation and stewardship of the Focus Observation program and offer input to the management champion.

The **Management Champion** shall serve as the focal point for implementation and stewardship of the Focus Observation program and is responsible to:

- Manage and monitor implementation steps;
- Provide feedback to project management, line supervision and involved individuals on a timely basis regarding program progress and effectiveness;
- Solicit help as required to ensure effective implementation and operation of the Focus Observation Program.

General, Area and Discipline Superintendents are responsible to:

- Ensure that individuals with sufficient technical skill, knowledge and experience are identified and made available to serve on compliance measurement teams;
- Actively participate in compliance measurement team feedback sessions;
- Ensure that compliance data is duly reviewed and discussed at team HSE and supervisory planning / update meetings;
- Ensure improvements to work processes based on compliance data and feedback sessions are implemented by line supervision and craft personnel in their area of responsibility.

General Foremen and Craft Foremen are responsible to ensure that trades personnel selected for compliance measurement teams are made available as required to effectively perform their duties.

Compliance Measurement Team Members are responsible to:

- Perform observations in compliance with the established schedule;
- Complete compliance checklists per the program standard and submit for data input in a timely manner
- Formulate compliance improvement proposals for management consideration; and,
- Participate in feedback sessions per the established schedule.

5.0 DEFINITIONS

Compliance Checklist - Typically a one or two page listing of 'line items', including both physical and behavioral requirements, critical to ensuring compliance to a specific project standard. The Compliance Checklist is used by measurement team members to systematically quantify compliance to standard while observing and evaluating work in progress.

Safe Work Practices / Procedures - Usually used as source documents for creating Compliance Checklists. Practices and Procedures that should be considered for inclusion in the focus observation program are those documents that define control measures for those construction activities that present the highest degrees of risk and those with the greatest history of significant losses.

6.0 STANDARD

A focus observation program requires implementation of five specific steps (refer to Figure 3 – *Implementation Steps Flowchart*):

- Step 1 Development of checklists specific to the requirements of the safe work practices and procedures implemented on the project.
- Step 2 Establishment of operational parameters for compliance measurement teams
- Step 3 Data processing, includes collection / compilation, input and analysis
- Step 4 Data distribution and dissemination
- Step 5 Development and implementation of corrective actions for work processes requiring improvement and commendation / positive reinforcement of areas where compliance is high

Step 1 Develop compliance measurement checklists

This Best Practice includes sample Compliance Checklists for the following 25 high criticality construction activities (see Appendix 1.1 – 1.25):

- Field level risk assessment
- Barricades
- Cranes and mobile equipment
- Electrical isolations
- Elevated work & material control
- Environmental care
- Fall protection
- Fuel storage & use
- Housekeeping
- Job hazard analysis
- Aerial work platforms
- Mechanical isolations
- Open holes and penetrations
- Permit systems
- Personal protective equipment
- Pneumatic tools
- Power & hand tools
- Preventive maintenance
- Respiratory protective equipment
- Rigging
- Pick & carry operations
- Scaffolding
- Structural steel erection
- Welding, cutting & burning
- Workplace Hazardous Materials Information System

The line items on each checklist reflect representative standards from major construction projects completed in the Province over the 1998 – 2003 period. The reader is specifically cautioned not to use these checklists verbatim and implement them without doing a thorough review of each checklist to ensure consistency with safe work standards on the specific work site.

While the checklists appearing in the appendix of this document are representative of a high quality safety management system and work standards, they are not immediately transferable to any construction project.

Project management are encouraged to identify other areas of compliance measurement consistent with project needs including accident experience, historical losses, formal inspection findings and investigation lessons learned.

Step 2 Establish operational parameters for compliance measurement teams and conduct compliance measurements

The *Management Champion* shall serve as the facilitator of the identification and selection of craft personnel to serve as compliance team members. Selections must be done with the input and support of general, area and discipline superintendents.

Compliance Team Members may include foremen and general foremen, however senior trades personnel are typically the best choices. Other personnel that may be considered are Joint Worksite Health & Safety Committee members, appropriately knowledgeable client personnel and job stewards.

The qualities of *natural leaders* are of course desired in compliance team members but the primary selection criteria is *technical and operational excellence* within the individual's respective craft.

Determination of compliance measurement cycles. Key questions are:

- How many observers are required to adequately cover the various areas and distinct activities of the project.
- What will the size and composition of the measurement teams be (i.e. individuals, pairs, groups of three or more; two Scaffolders together or one Scaffer accompanied by a Pipefitter, etc.)
- Budget for observation times - how often will the teams make observations (i.e. each observer x 2 cycles x 15 minutes / shift)

Implementation of compliance observations. Once the above questions have been considered, answered and agreed to by the management and supervisory teams, it is critical that an observation schedule be established for all parties (compliance teams, foremen / general foremen, superintendents, project management) to steward to. Measurement and awareness of compliance team activity is critical to making required corrections as the program matures.

Step 3 Data compilation, input and analysis

The results of that compliance measurement activity are typically expressed in % **compliance**. The following formula is used:

$$\frac{\text{Total Practices \& Conditions Observed in Compliance} \times 100}{\text{Total Practices \& Conditions Observed}} = \text{\% Compliance}$$

For example, if the total number of practices and conditions observed in compliance was 17 and the total number of observations made was 22 the calculation of % compliance would be:

$$17 \times 100 = 1700 \div 22 = 77.2 \text{ i.e. } 77 \% \text{ compliance}$$

Detailed breakdowns of compliance data can be done by several parameters to provide meaningful information to the project. The first level of data analysis is by compliance checklist.

Other compilation and analysis areas can include:

- By project area
- By day of the week or hour of the days
- By Day shift versus night shift
- By temperature or climatic conditions
- By activity or craft
- By superintendent

It is strongly recommended that computer software be used to compile and process the data collected on the compliance checklists. MS-Excel can be used effectively to compile information and chart compliance results. Several commercial observation-tracking programs are available including:

- ProAct (www.safetyadvantage.com/bbs)
- BAPPTTrack (www.bstsolutions.com), and
- Radar 3.0 (safetyperformance.com)

It is recommended that completed compliance checklists be input to the software program by a single, dedicated, administrative resource.

Step 4 Data distribution and dissemination

The Management Champion, with input from project health, safety and environmental professionals, is responsible to compile reports showing compliance data and distribute the information to the various project stakeholders. The degree of data analysis and distribution of reports is solely dependent on the specifics of the project.

Refer to Appendix 4.1 – 4.3 for examples of compliance reports that can be generated. Please note that in many cases, comments are provided that emphasize specific items of interest. The Management Champion or a senior HSE professional are typically the best resources for this type of analysis and comment.

Compliance data can be distributed, posted and discussed at any or all of the following:

- Craft safety meetings
- Pre job talks
- Project orientation
- Joint worksite Health & Safety committee meetings
- Job stewards meetings
- Included in project newsletters
- Posted on project bulletin boards

Step 5 Development and implementation of corrective actions and commendations

The true benefit of a Focus Observation program is having the ability to make reasoned and effective management decisions based on meaningful and validated compliance data. It is important to identify areas for correction as well as areas for commendation. There are several information sharing and improvement mechanisms that can be considered for implementation:

- Actions / solutions prescribed by Project Management. The Management Champion and / or the senior project HSE professional can bring compliance reports forward to the construction manager and senior superintendents, on a periodic basis, for discussion and determination of action plans. This is an effective means of ensuring senior line managers stay engaged in the program, see the benefits of the effort and lead the improvement activities in the field.
- Review meeting with compliance teams and senior supervision. Team problem solving sessions that include area superintendents, general foremen and compliance team members are effective in giving the line supervisory teams ownership of the focus observation process and control of improvement activities in the field.
- Canvassing the foreman and general foreman to provide improvement strategies for areas of low compliance based on input from craft personnel and, individuals, crews, teams or crafts that should be recognized for excellent performance.
- Canvassing JWH&S Committee members and job stewards for improvement opportunities.

7.0 IMPLEMENTATION

The Construction Manager is responsible for the effective implementation and stewardship of the project Focus Observation program.

8.0 INTERPRETATION AND UPDATING

The chairman of the COAA *Leading Indicator's Best Practices Sub-Committee* is responsible for the interpretation and periodic updating of this standard.

9.0 APPROVED BY

Peter Dunfield, Chairman
Construction Owner's Association of Alberta Safety Committee

FOCUS OBSERVATION PROGRAM

A structured and statistically-valid approach to measuring compliance to your HSE Management System

STEP 1 Develop compliance checklists specific to the requirements of the safe work practices and procedures within the HSE Management System (Project HSE Manual)

Barricades	Field Level Risk Assessment	Cranes and Equipment	Electrical Isolations	Elevated Work & Material Control
Environmental Care	Fall Protection	Fuel Storage & Use	Housekeeping	Job Hazard Analysis
Aerial Work Platforms	Mechanical Isolations	Open Holes	Permit Systems	Personal Protective Equipment
Pneumatic Equipment	Power & Hand Tools	Preventative Maintenance	Respiratory Protective Equipment	Rigging
Pick & Carry Operations	Scaffolding	Structural Steel	Welding, Cutting & Burining	WHMIS

STEP 2 A) Select compliance measurement teams B) Establish observation cycle and other terms of reference
C) Conduct observations

Senior Trades Personnel	H&S Committee Members	Job Stewards	Craft Foremen	Others
2 x 15 minutes / day / observer		Specify checklists to be used by whom, when and where		

STEP 3 A) Compile data / enter to database B) Compile reports for: senior management, supervision and craft
C) Analyze data to identify high and low compliance areas / activities

$$\frac{\text{Total Behaviours / Conditions Observed in Compliance} \times 100}{\text{Total Behaviours / Conditions Observed}} = \% \text{ Compliance}$$

By checklist	By area	By time period	By observer team
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STEP 4 Communicate compliance data to management, supervision and craft

STEP 5 A) Develop action plan for categories of low compliance
B) Develop commendation actions for categories of high compliance

Review Meeting with Compliance Teams and Field Supervision	Actions / Solutions prescribed by Senior Management	Correlation with Inspection data
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HSE Management System Refinement and Improved Compliance

Figure 1

ELEMENTS OF A FOCUS OBSERVATION PROGRAM

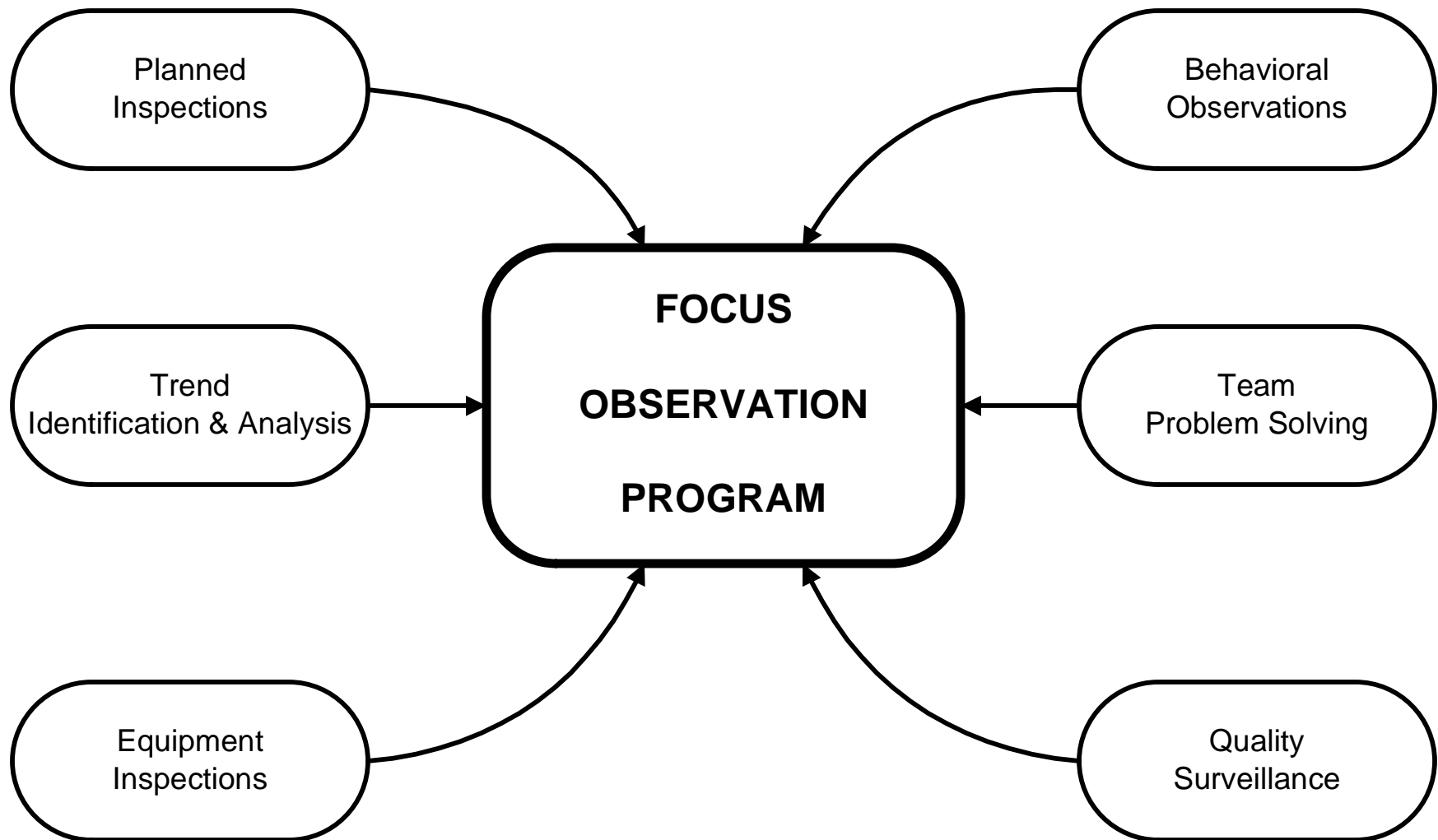
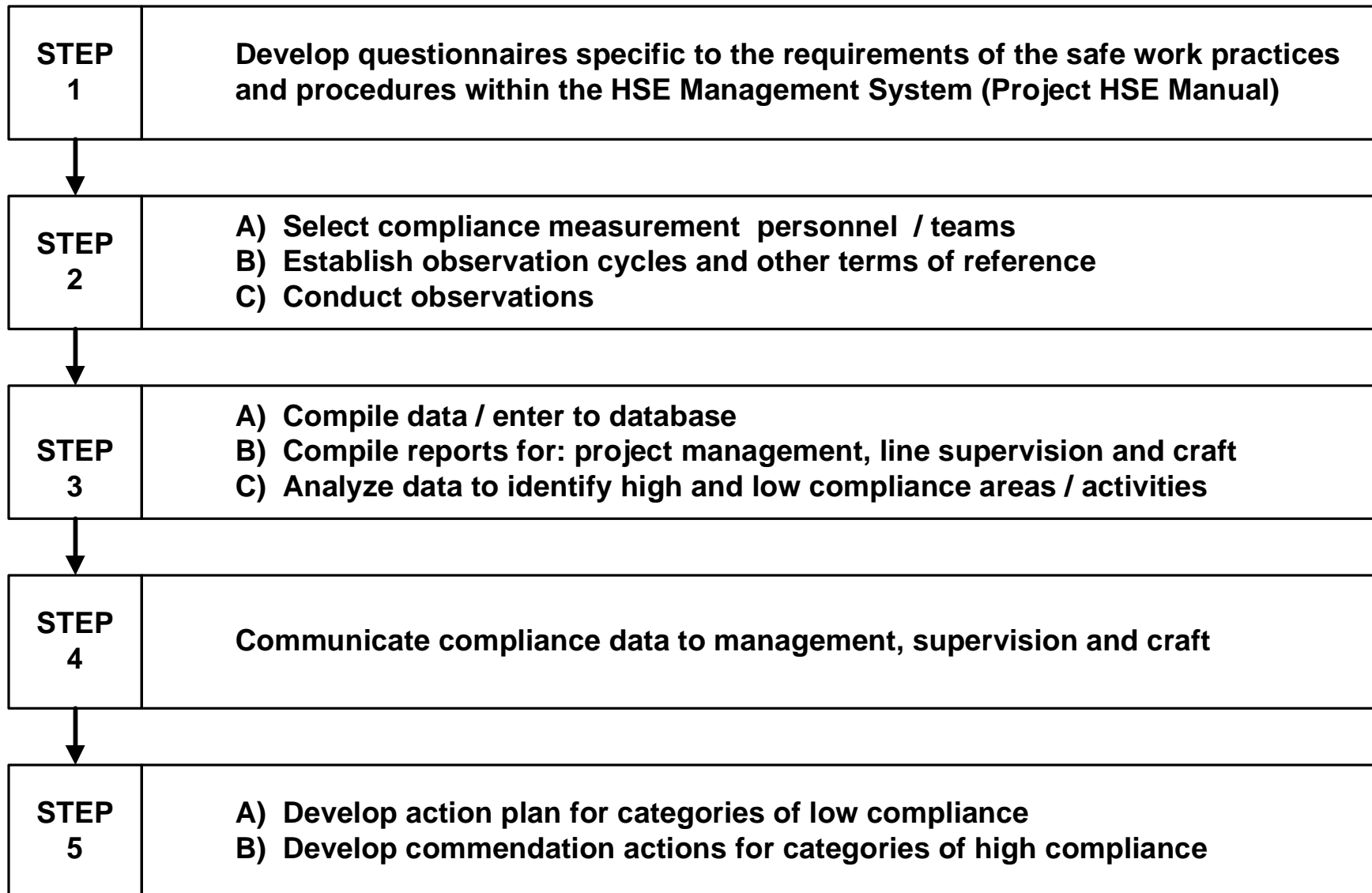


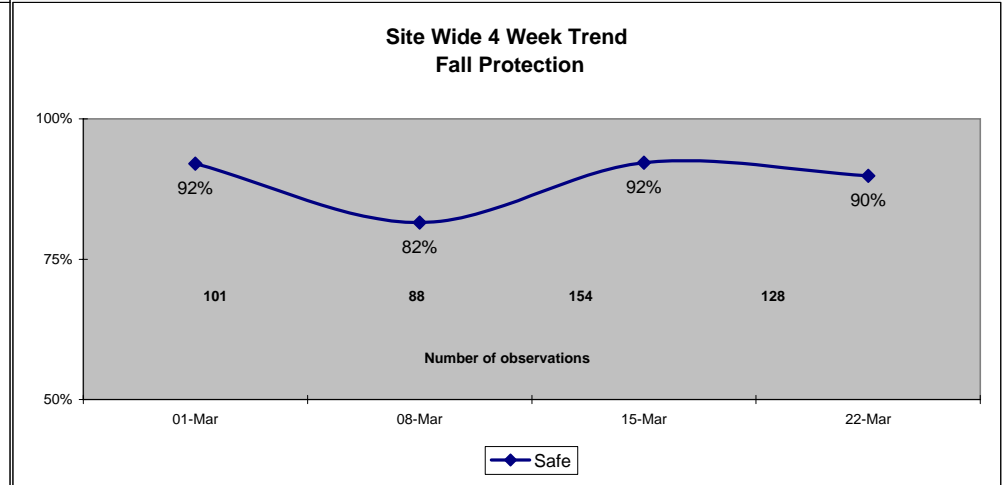
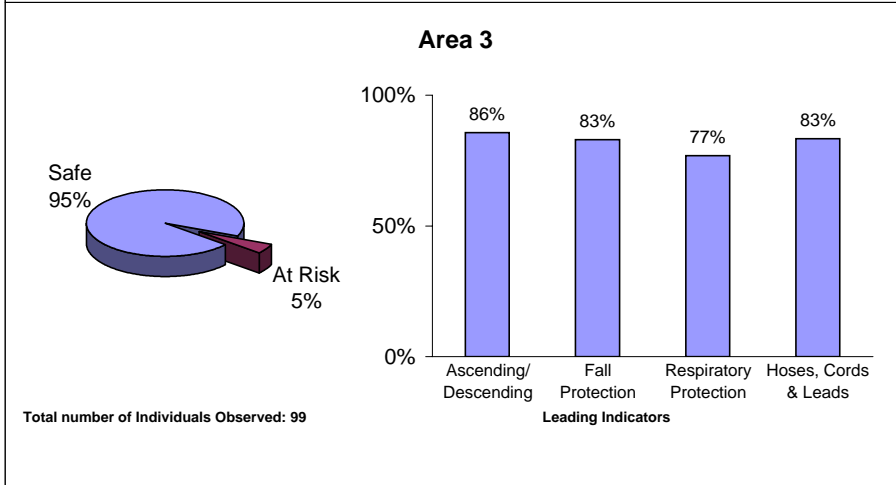
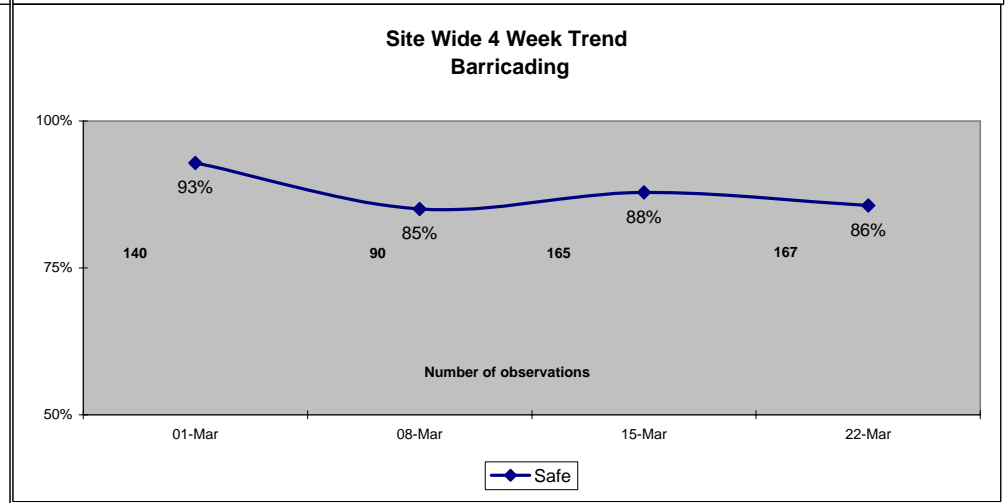
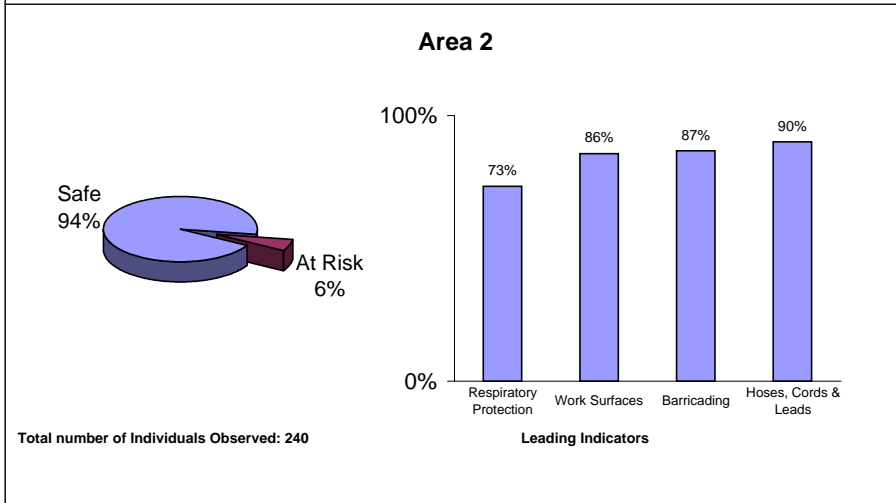
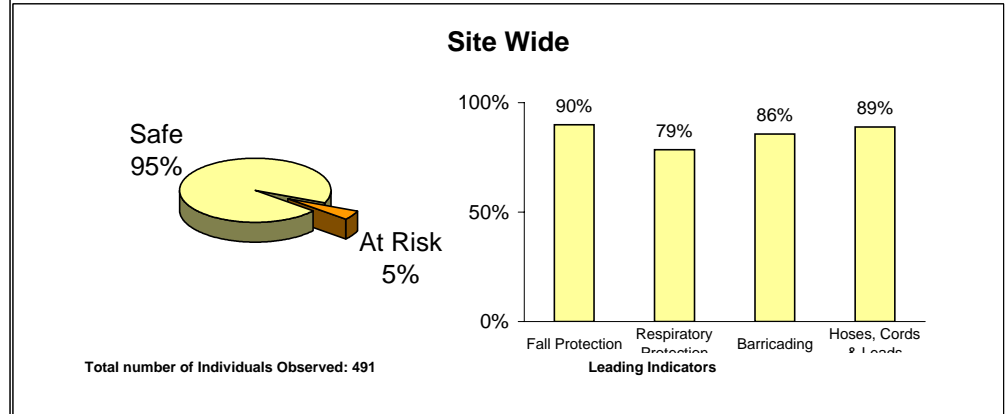
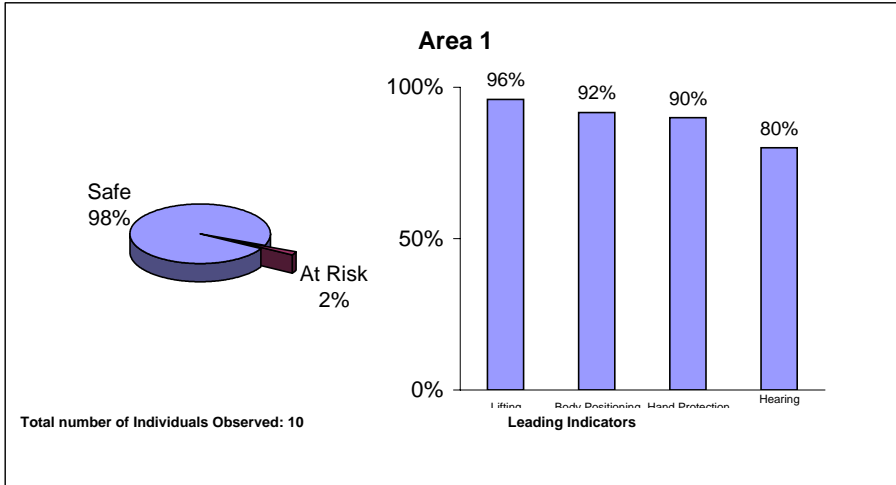
Figure 2

FOCUS OBSERVATION PROGRAM

IMPLEMENTATION STEPS



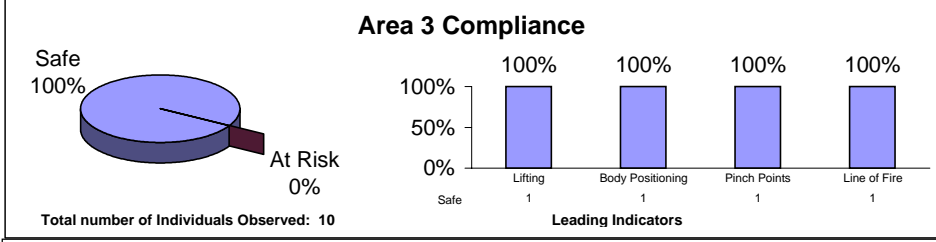
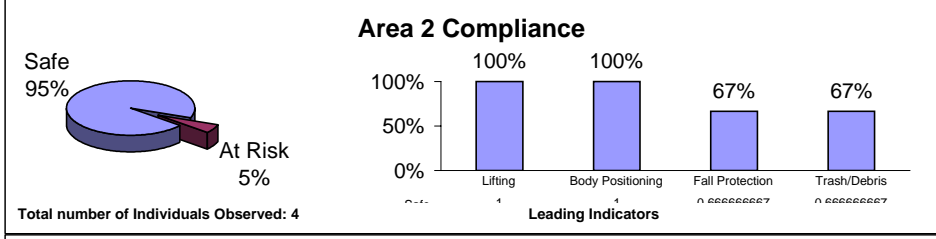
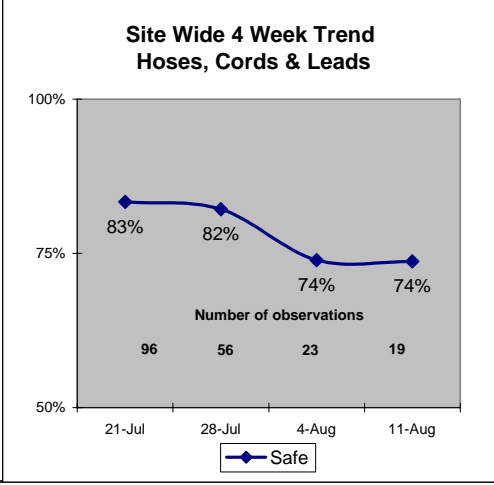
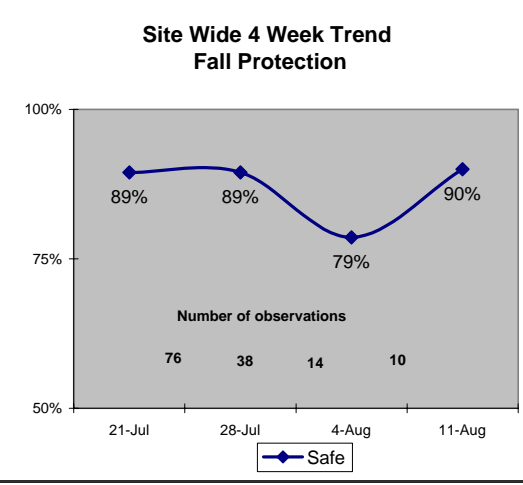
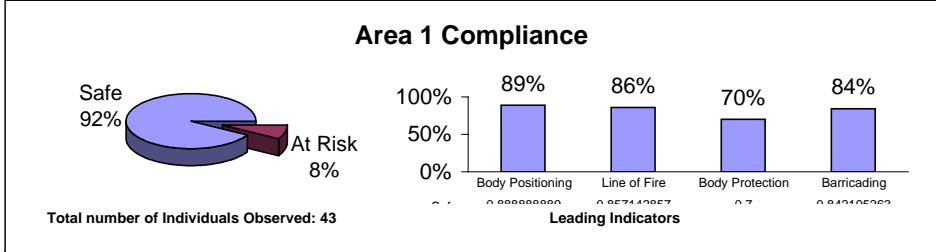
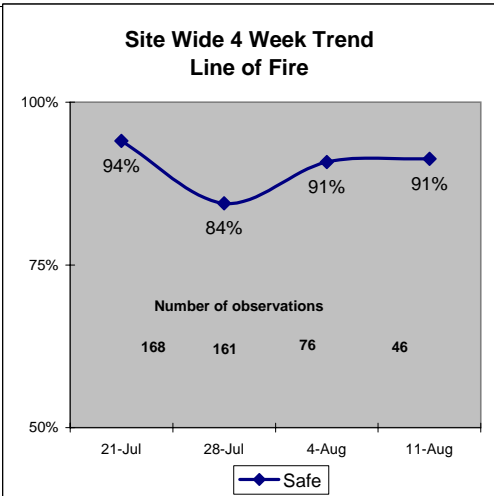
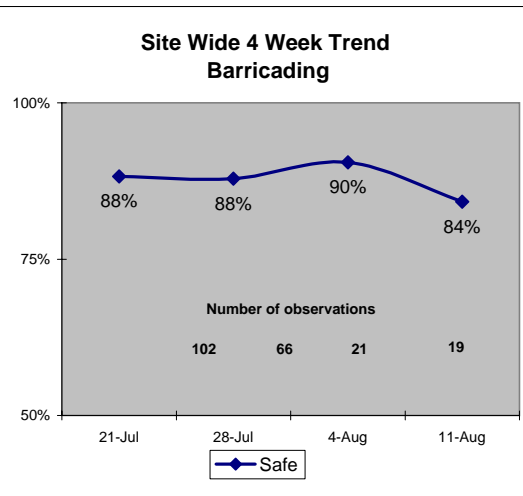
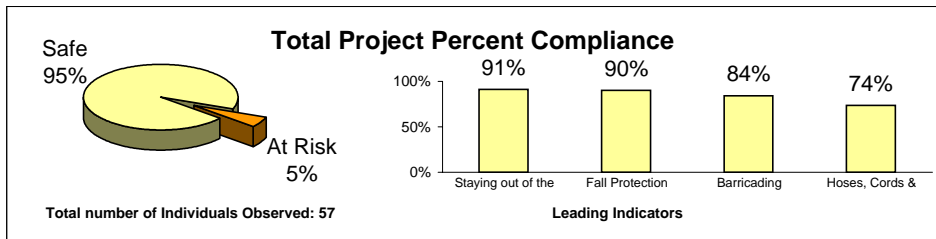
**Observation Data Executive Summary
Week ending March 22, 2002**



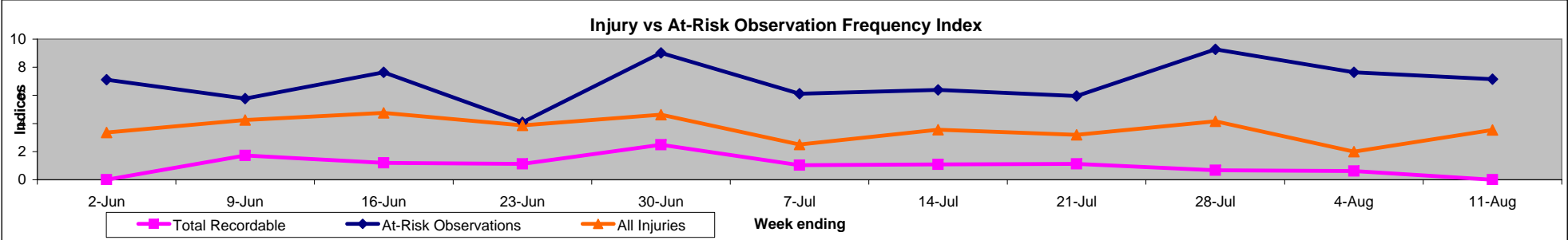
Observation Data Executive Summary

Week ending August 11, 2002

Figure 4.2

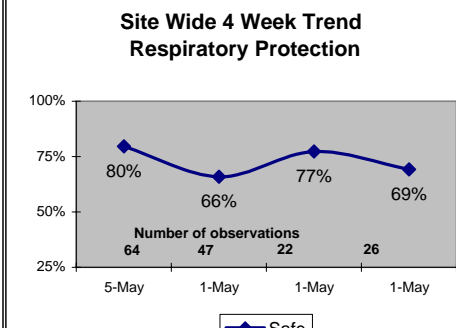
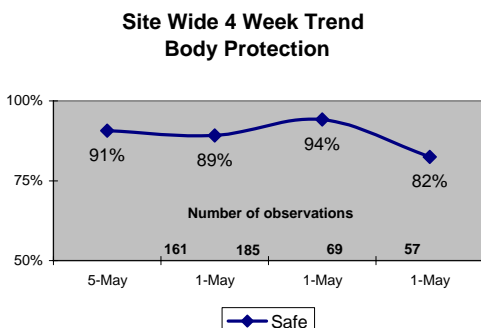
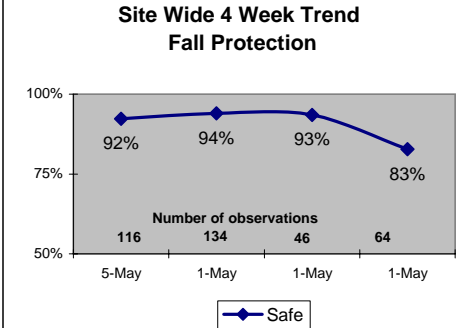
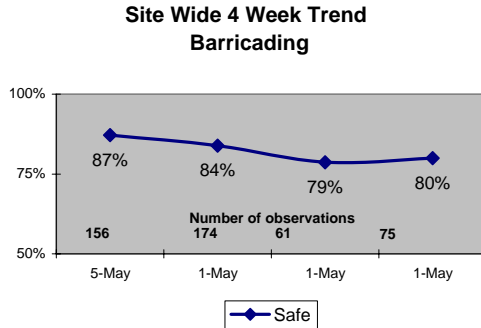
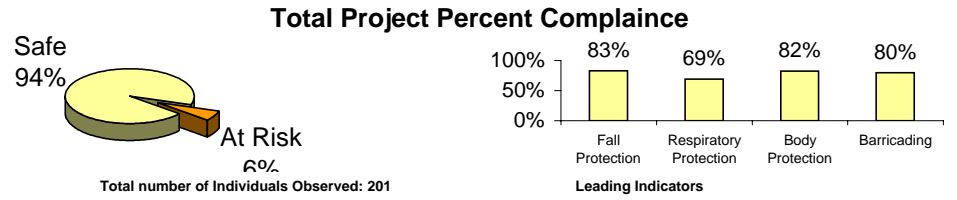
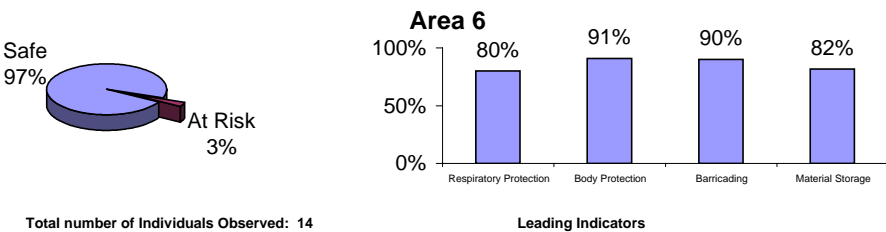
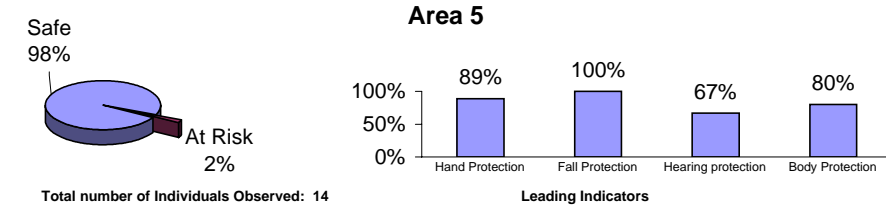
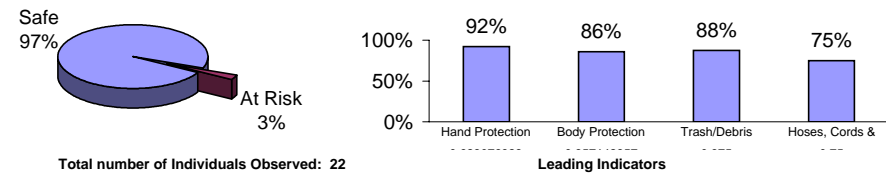
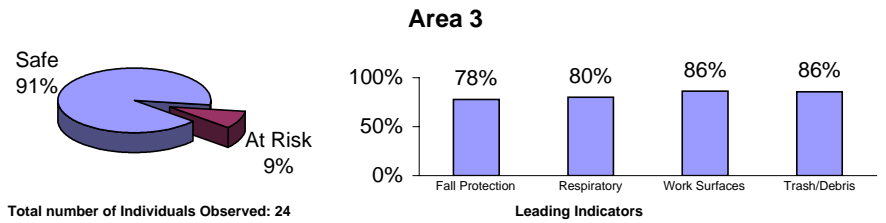
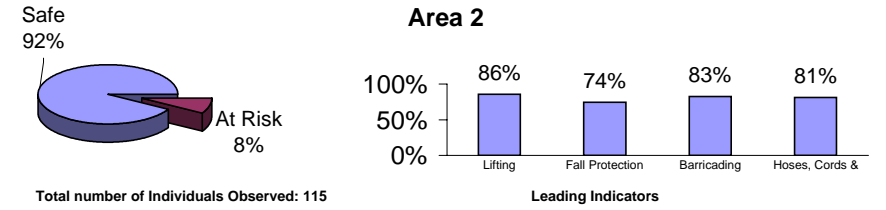
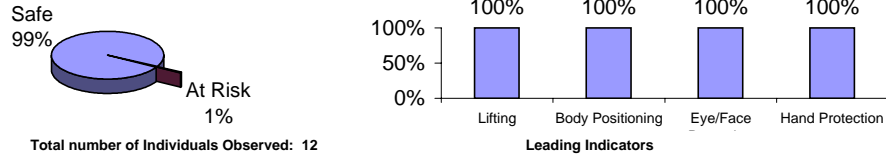


Once again we revisit our Frequency Index and we see that since June that our observation data, for the most part, has been on par with the increase and decrease in first aids. There are only two deviations, the first week and the last week. Therefore since July we can say that based on a weekly trend our observation data correlates to our accident experience 80% of the time.

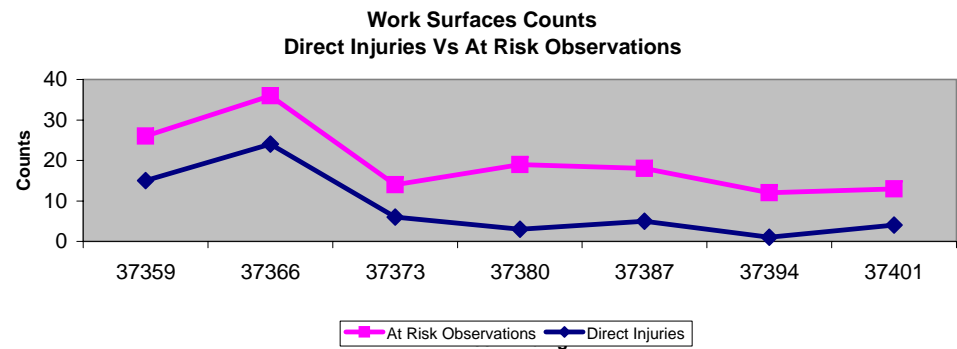


Focus Observation Program - Executive Summary
Week ending May 26, 200

Figure 4.3



The following shows the correlation between "At Risk Observations" and "Direct Injuries" resulting from unsafe Work Surfaces.



Barricades Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Flagging				
• Radiation (with signage)				
• Red Vs. Yellow				
• Tag @ access(s)				
• Signed				
• Proper information on tag				
• 4- sided				
Signage				
• Warning of hazard				
• Placed in a visible location				
• Removed after hazard is cleared				
Physical Barriers				
• Scaffolding				
• Fencing				
• Ropes				
Sub-Totals				% Compliance = (In Compliance X 100) / Total Imminent Danger = -20% off total score
Total Values (Combined)				% Compliance This Week: _____

Field Level Risk Assessment Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non Compliance	Imminent Danger	Comments
Field Level Risk Assessment			-20% Each	
• Safety Topic available and reviewed				
• Previous concerns addressed by supervision				
• Answers to concerns reviewed with crew				
• Pre shift Planning Completed				
• Crew fit for duty? (PPE requirements met)				
• Procedures and permits in place				
• Material storage and housekeeping addressed				
• Behavioral concerns addressed				
• Tool and equipment inspections completed				
• Fall protection addressed				
• Modified work managed (as required)				
• Work plans completed in detail				
• Previous Shift Review completed & addressed				
• Signed by all crew members and supervision				
<u>Comments:</u>				
Sub-Totals				Imminent Danger = -20% off total score
Total Values (Combined)				% Compliance = (In Compliance X 100) / Total % Compliance This Week: _____

Cranes and Equipment Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• Safe distance to struct/equip				
• Designated signal person w/ gauntlet				
• Signaling/communications				
• Visibility/lighting				
• Ground conditions				
• Anti two block device				
• Outrigger pads				
• Swing hazard area flagged				
• LMI functioning (18 ton or >)				
Load Control				
• Knows weight/angle/radius				
• 100% control of load				
• Warns personnel of lift				
• Tag lines used				
• No horizontal pull on boom				
• Daily log book completed				
Other				
• Lift calculation form				
• Rigging data sheet				
• Rigging plot plan				
• Back up alarms functioning				
Sub-Totals				Imminent Danger = -20% off total score %comp = (In Comp X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Electrical Isolations Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• Elect. Supervisor approved				
• Scissor device applied				
• Craft locks applied (red, #)				
• Fuses / breakers removed				
• Lock out tag present				
• Signed, dated ,brass #				
• Recorded in the log				
• Local starts tried				
Sub-Totals				% Compliance = (In Compliance X 100) / Total Imminent Danger = -20% off total score
Total Values (Combined)				% Compliance This Week: _____

Elevated Work & Material Control Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	C	NC	ID	Comments	Supervisor / Trade / Position
Tool and Material Storage					
• Check flanges, ledges, pipe ends and scaffold tube ends for improperly stored items					
• Tool boxes, canvas bags or pails used to store tools/materials					
• Material blocked or tied off and Secured against high winds					
• Decks and walkways clear of:					
⇒ Cut grating pieces					
⇒ Stray tools					
⇒ Misc. items If it does not belong, then it's out of place!					
Material Handling					
• Materials hoisted by gin wheels or hand lines tied properly					
• Material passed safely					
⇒ Hand to hand contact					
⇒ Passed without overreaching					
Tool Handling					
• Plywood or fire blankets used on grating					
• Tools put in pouches when not in use					
• Containment set up for work performed outside structure or handrail					
• Work contained within basket (AWP) or with material					
Sub-Totals				Formula: % Compliance = (In Compliance X 100) / Total	Note: Imminent Danger = -20% off total score
Total Values (Combined)				% Compliance This Week:	

Environmental Care Focus Observation

Observer: _____ Date of Observation: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Observed	Compliance	Non-compliance	Comments
Non-Hazardous Waste			
• Contamination in non-haz. waste bins			
• Non-haz. waste bins labelled			
• Waste drums labelled in area			
• Aerosol can drum at tool crib			
Hazardous Waste			
• GF/F aware of haz. waste mgmt. procedure			
• Haz. waste segregated from non-haz. waste			
Spill Prevention and Containment			
• Spill pans in place			
• Spill pans suitable size			
• Spill kits on equipment			
• Workers know to report spills			
• Spill response supplies in area			
Hydrotesting			
• Collection of water/glycol leaks during hydrotesting			
• Drip pans at connection points			
Sub-Totals			% Compliance = (Total Observations In Compliance X 100) / Total Observations Observed
Total Values (Combined)			% Compliance This Week: _____

GENERAL NOTES FOR ENVIRONMENT FOCUS OBSERVATION

Non-Hazardous Waste

- Contamination in non-haz. waste bins – look for materials in BFI bins that do not belong (general refuse in scrap metal bin).
- Non-haz. waste bins labelled – BFI bins should be labelled with the waste to be deposited in that bin (Scrap Metal, Wood Waste, etc.). Exempt are all general refuse and 6 cubic yard front load bins.
- Waste drums labelled in area – waste drums in the units should be labelled ‘GARBAGE’ or ‘GENERAL REFUSE’
- Aerosol can drum at tool crib – each tool crib should have a designated aerosol can disposal drum.

Hazardous Waste

- GF/F aware of haz. waste mgmt. procedure – should be aware of procedure to contain, label and remove haz. waste or potentially haz. waste from the unit. Distributed as site Env. Bulletin # 10.
- Haz. waste segregated from non-haz. waste – Ensure any hazardous waste generated is not disposed in non-hazardous waste bins or drums. Typical hazardous waste – solvents, component parts of epoxies, used oil, non-empty containers of paint, adhesives, coatings, etc.

Spill Prevention and Containment

- Spill pans in place – spill pans are to be provided below all portable equipment such as welding units, gen-sets, heaters, etc. Not required on paved areas.
- Spill pans suitable size – spill pans shall be of sufficient size to contain at least the area of the engine oil pan and fuel storage tank.
- Spill kits on equipment – all larger mobile equipment shall be equipped with a spill kit or at minimum spill response supplies such as absorbent pads.
- Workers know to report spills – verify that workers know to report all spills to F/GF.
- Spill response supplies in area – spill response supplies such as absorbent pads, booms ,etc. shall be available within the unit – at the tool crib; in drums located around unit.

Hydrotesting

- Collection of water/glycol leaks during hydrotesting – drums and spill pans should be in place to collect water/glycol released from vent drains and drip legs during hydrotesting.
- Drip pans at connection points – spill pans shall be provided at all connection points during loading and unloading of glycol/glycol-water mix from the hydrotest system.

Fall Protection Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General/Personal				
• Harness fit training sticker				
• Used at 6' and above				
• Harness adjusted properly				
• Lanyards stored properly				
• 100% tie-off maintained				
• Tie off above D ring				
• Anchor slings used properly				
• Anchor points (5000#)				
Inspection				
• Free of defects/damage				
• Not modified				
• Current colour coding				
Horizontal Life Lines				
• Nothing hanging on line				
• 2 Workers max/line				
• Tags in place and current				
• No stepping on lines				
Storage				
• Stored free from hazard				
Sub-Totals				% Compliance = (In Compliance X 100) / Total Imminent Danger = -20% off total score
Total Values (Combined)				% Compliance This Week: _____

Fuel Storage and Use Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• Storage areas identified				
• Tanks physically protected				
• Storage tanks bermed				
• Tanks > 20' from buildings				
• 20 lb ext. near storage area				
• Labeled - No Smoking				
• Products identified				
• Areas clear of combustibles				
• <60 gal. flam, <120 gal. comb				
• Safety fuel cans used				
• Refueling - Equipment off				
• Environmental spill kit				
Pressurized Cylinders				
• 20' separation or firewall between O2 and fuels				
• Cylinders returned to storage area when not in use				
• Certified lifting device used				
• Flashbacks in place				
• Regulators removed after use				
• Stored upright and capped				
Sub-Totals				% Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Housekeeping Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Material Storage				
• Clear of walkways/work areas				
• Parallel & 90 walls/curbs				
• Stacked/stored safely				
Cords and Cables				
• Elevated				
• No trip hazard				
• Marked / flagged				
Work Areas				
• Neat and organized				
• No slip/trip hazards				
Waste Handling				
• Containers available/accessible				
• Containers not full				
Scrap materials				
• Areas clear of scrap				
• (Non-compliance explain below)				
• Identifiable by trade				
• Type of scrap				
• Location of scrap				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Job Hazard Analysis – FLRA Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Comments
Job Hazard Analysis			
• Supt. signs JHA			
• Supervisor facilitates			
• One craft represented during development			
• All craft have signed JHA			
• Created for high risk work			
• Created for new tasks			
• Created for major work			
• Historical hazardous work			
• Hazardous waste work			
FLRA			
• Performed each morning			
• Performed for task change			
• FLRA signed by craft			
• Supervisor checks quality of FLRA periodically			
• Supervisor randomly participates in FLRA			
• FLRA addresses hazards			
• FLRA is developed for necessary tasks at hand			
Sub-Totals			% Compliance = (Total Observations In Compliance X 100) / Total Observations Observed
Total Values (Combined)			% Compliance This Week: _____

Aerial Work Platform Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Operator				
• Certified onsite or equivalent training				
• Proper PPE, harness and attachment point				
Pre- use Inspection				
• Site mech. sticker displayed				
• log book maintained				
• Operator Pre-use inspection completed				
Safe Operation				
• Fire extinguisher present				
• Air horn / Emerg. Whistle				
• Area flagged off				
• Controlled operation				
• On level ground				
• Spotter in congested areas				
• Not used as a hoist				
• No overhanging materials				
• Within the safe capacity				
• Visibility in the basket is not obstructed				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Comp X 100) / Total % Compliance This Week: _____
Total Values (Combined)				

Mechanical Isolations Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• Blinds rated for hydro-test				
• Tagged and numbered				
• Valves are isolated, locked and recorded				
• Isolation is 100% complete				
• Recorded in the blind log				
• Blinds signed off in blind log prior to removal				
• Blind log updated prior to installation of spools				
• CSE permit signed by authorized blind log personnel				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Dangerous Holes and Openings Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Barricade				
• Physical barricade				
• Hazard signage				
• Tag @ access(s)				
• Signed & dated				
• Proper information on tag				
• Tags on 4- sides				
Hole covers				
• Rated to support 2.4 kilonewtons/m ² (45lbs/ft ²)				
• Secured				
• Visibly marked				
General				
• Fall arrest used inside barricade				
• JHA completed				
• Permit completed and posted at location				
Sub-Totals				Imminent Danger = -20% off total score
				% Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Permit Systems Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Excavation / Chainsaw / Road Closure (Confined Space / Manbasket / Hot Work)				
• JHA Present and signed				
• Permit is posted				
• Signed				
• Permit requirements met				
• Hazards identified				
• Working with in the scope				
• Dated for current shift				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Personal Protective Equipment Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General Requirements				
• Long sleeve shirt				
• Gloves				
• CSA approved 6" boots				
• CSA hard hat				
• CSA glasses with S.S.				
• Combo. hardhat/exemption				
Eye Protection				
• Mono goggles				
• Face shield w/ cowling				
• Welding shield				
• Cutting glasses				
Hearing Protection				
• Ear plugs				
• Ear muffs				
• Combination				
Chemical Hazards (MSDS Recommended Controls)				
• Respiratory PPE				
• Outer clothing				
• Gloves (special purpose)				
• Boots				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Pneumatic Tool Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• Proper tool for the job				
• UL or CSA approved				
• Anti vibration grips				
• Proper attachments for tool				
• Side Handle used				
• Disconnect when adjusted				
• Air compressor has containment under				
• Air compressor in ventilated space				
• Couplings secured (pins and/or whip checks)				
• Proper guards installed				
PPE				
• Hearing protection				
• Mono goggles/face shield				
• Metatarsal/Instep guards				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Power & Hand Tool Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General – Power Tools				
• UL or CSA approved				
• Proper attachments for tool				
• Side handle used				
• Disconnect when adjusted				
• Foot pedal installed				
• Trigger locks removed				
• Proper guards installed				
General – Hand Tools				
• Tie backs (drop hazard)				
• Carried in pouch				
• Handle in good repair				
• Handles on file				
• Ladders (C.C.)				
• No snipes				
Knives/Cutting tools				
• No Razor knives				
• Striking tool dressed				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Preventative Maintenance Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Comments
Colour Coded Items			
• Fall Arrest Equipment			
• Slings			
• Hooks			
• Shackles			
• Come-a-longs			
• Tirfors			
• Chainfalls			
• Welding Leads			
• Electrical cords			
• Electrical Tools			
• Ground Fault Interrupters			
• Portable Ladders			
Colour Code Information			
• Red Tool Tags Available			
• Current Colour Code Posted at Tool Crib			
• Workers Know Current Colour Code			
Sub-Totals			% Compliance = (Total Observations In Compliance X 100) / Total Observations Observed % Compliance This Week: _____
Total Values (Combined)			

Respiratory Protective Equipment Focus Observation

Appendix 1.19

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• MSDS available				
• Clean shaven				
• Proper filter/equipment				
• Cartridge clean				
• Used when needed				
• Limitations understood				
• Properly cleaned				
• Proper storage				
Fit Testing				
• Worker fit tested				
• Medical review on file				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____



Rigging Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
• Free from damage				
• Certs., tags, & rating visible				
• Colour coding current				
• Shackle Pin match sling eye				
• Shackle used for >2 slings				
• Shackle pin secure (as req.)				
• Softeners used				
• No trip haz. from softeners				
• Correct orient. on clamps				
• Wraps and rating on lashing				
• Proper angles maintained				
• Safety latch not by passed				
• 5:1 safety factor maintained				
• No wraps on chain				
• Hooks not cross loaded				
• No loads on suspend loads				
• <45 ⁰ angle on beam clamps				
• Force not along length of beam				
• Safety sling used with hoists in crane rigged loads				
• Area secured prior to lift				
• Adequate anchor point				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total % Compliance This Week: _____
Total Values (Combined)				

Pick & Carry Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Items to be Inspected	Compliance	Non-compliance	Comments
General			
• Current FLRA card with crew			
• FLRA card signed by all personnel involved with carry			
• Designated signal person			
• Signaling/communications clear between OE and signal person			
• Visibility/lighting adequate			
• Ground conditions acceptable			
• Load carried in front quadrant			
• Total travel distance 100' or less			
• Load tied back to machine			
• Tag lines used to control swing			
• Workers in area notified of machine movement			
• Adequate spotters used as load is moved			
• Load complies with on rubber chart			
Sub-Totals			% Compliance = (Total Observations In Compliance X 100) / Total Observations Observed
Total Values (Combined)			% Compliance This Week: _____

Scaffolding Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Tags				
• Proper tag & information				
• Inspected weekly				
• Tag @ access(s)				
• Info on Tag reviewed				
Ladders & backages				
• 6" on back of ladder				
• Rung spacing from grade				
• 30" spacing on backage				
• Backage 8' from grade				
• Rest platform every 20'				
• Ladders 3' above platform				
Structure				
• Adequate bay bracing				
• Check clamps in place				
• Tied horizontal & vertical				
Work platform				
• 100% tie off while building				
• Toeboards & handrails				
• ¾ plywood for deck fill				
• Scaffold planks with 6" overhang and cleated				
Sub-Totals				Imminent Danger = -20% off total score% Compliance = (In Comp X 100) / Total % Compliance This Week: _____
Total Values (Combined)				

Structural Steel Focus Observation

Observer: _____ **Date of Inspection:** _____ **Area:** _____ **Craft:** _____

Foreman: _____ **GF:** _____ **Superintendent:** _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
General				
• JHA completed				
• MLR used correctly				
• Softeners used				
• Tag lines used				
• Area flagged				
• Hazard signage				
• Proper access/egress				
• Open holes barricaded				
• Canvas bags used				
• Retaining devices used on impacts				
Fall Arrest				
• 100% tie-off maintained				
• Anchor points (5000 lbs. or Engineered devices)				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

Welding, Cutting & Burning Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Site Evaluation/General				
• No combustible materials				
• Fire protection (20lb. ABC)				
• Welding screens used				
• Ventilation adequate				
• Spark containment				
• Cylinders stored safely				
Equipment/Cables				
• Cables marked with operator tag				
• Grounded near weld				
• Placed in safe manner				
• Flame arrestors				
• Gauges/regulators (off w/o use)				
• Hose Condition				
• Torch condition				
PPE				
• Leather clothing worn				
• Glasses worn under hood				
• Combination worn or overhead deck or Exemption Form				
• Cutting glasses				
• Respiratory Protection				
Sub-Totals				Imminent Danger = -20% off total score % Compliance = (In Comp X 100) / Total
Total Values (Combined)				% Compliance This Week: _____

WHMIS Focus Observation

Observer: _____ Date of Inspection: _____ Area: _____ Craft: _____

Foreman: _____ GF: _____ Superintendent: _____

Items to be Inspected	Compliance	Non-compliance	Imminent Danger	Comments
Labeling				
• Label legible				
• MSDS referenced				
• Product name identified				
Material Safety Data Sheets				
• Current				
• Available				
Training				
• Worker is trained				
• Worker reviewed MSDS				
• Worker knows location of MSDS				
PPE				
• Proper PPE as per the MSDS used by the worker				
Documentation				
• All products onsite have MSDS on file				
Sub-Totals				Imminent Danger = -20% off total score
				% Compliance = (In Compliance X 100) / Total
Total Values (Combined)				% Compliance This Week: _____