Chapter 2 BEHAVIOR BASED SAFETY PROGRAM

The Sign Designs, Inc. Behavior Based Safety Program is designed to give employees in safety sensitive positions an opportunity to participate in an on-going effort to keep the workplace safe. This is done through training, observation, discussion, recommendation, Implementation. Observations provide direct, measurable information on employees' work practices identifying both safe and unsafe behaviors

Employees are to be trained to safely perform various functions as required in the Injury and Illness Prevention Program. Once trained, the employee will be randomly observed to assure that all precautions are in place. The observer will discuss any deficiencies with employees, and get feedback from those employees on how to modify and improve procedures. The employee should then begin using the safe practices. It is important that the observer also commend employees for following proper safety procedures. The best way to encourage employees to always follow safe practices is positive reinforcement and participation.

Observers

Qualified observers must be trained in all aspects of safety procedures. The Safety Administrator is responsible to assure that all observers are properly trained in all aspects of safety. The observer training should include:

1. Program objectives and incident metrics reviewed
2. How to conduct the observation
3. How to complete the observation form
4. What do the behaviors mean
5. Feedback training and role play (mentoring and coaching)
6. Employees should be aware they may be observed at any time

Employees are aware that they may be observed at any time. Prior to each observation the observer will review the Job Safety Analysis that was completed prior to commencement of the work. This Job Safety Analysis will be used as the observation form. The observer will first observe the job activities privately from a distance and comment on each aspect of the Job Safety Analysis.

After the private observation is complete, the observer should approach the employees on the site to discuss the findings on the Job Safety Analysis. It is important to listen, and get feedback from the employees on their perception of the job site safety plan. Discussion of alternative safety methods is encouraged.

The observer will:

1. Review the observation with observed employee
2. Start with a positive comments
3. Reinforce safe behaviors observed first
4. Describe and discuss unsafe behaviors observed
5. Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions
6. Re-emphasize no consequence to observed employee.

Measuring Results

The data gathered at each observation will be recorded in a safety database. As the database grows, Sign Designs, Inc. can start to identify trends in certain types of potentially unsafe behaviors. These trends will be used to develop appropriate action to address unsafe behaviors. The action planning will include:

1. Evaluating and prioritizing unsafe behaviors from trend analysis
2. Develop action plan for unsafe behaviors based on comments and feedback from data sheets
3. Designate responsible parties and timeframes within the action plan
4. Define who is responsible for action planning
5. Ensure management support.