



Safety Observation Counseling Record

Loss Control Bulletin

OSHA requires employers to train employees regarding hazards of the workplace. Training should be documented. It should show dates and the type of training provided.

Initial training should be provided for new employees. Retraining and refresher-type training should also be provided to both new and seasoned employees.

The attached form is designed to cover safety observation and counseling done by individual supervisors and/or managers on each shift during the month. Training can be as short as one-minute briefings to more lengthy sessions of ten minutes

The program is not meant to take the place of progressive discipline but is a simple and effective way to get supervisors and managers directly involved in reinforcing safe and correcting unsafe behaviors.

Look for opportunities to observe employees performing in a safe manner. When you witness unsafe behavior, correct the situation on the spot. Do not wait to speak to the employee's supervisor to bring about corrective action.

Management by Walking Around (MBWA) should be a daily activity for supervisors and managers. Observing work task completion and counseling on the safe way to do a job is effective accident prevention management. Remember, 98% of accidents are due to unsafe acts. Safety tipping and counseling is a proven method of reducing accidents that impact your bottom line.

Use the forms on the following pages to document your observations.



Safety Observation Counseling Record

Supervisor _____ Dept. _____ Shift _____ Month _____

SAFETY CONTACT ITEM # & DATE CONTACTED

Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Enter applicable code numbers from the list below in the squares above showing day of month contact was made:

- | | | |
|------------------------------|--|---------------------------------------|
| 1. Housekeeping Suggestions | 9. Safe Use of Back Belts | 17. Electrical Safety Procedures |
| 2. Prompt Accident Reporting | 10. Proper Attire | 18. Hand Truck/Forklift Safety Rules |
| 3. Eye Protection | 11. Safe Equipment Operating Procedures | 19. Correct Lifting Techniques |
| 4. Hearing Protection | 12. Safety Rule Violation | 20. Safe Stock Stacking & Storage |
| 5. Foot Protection | 13. Safe Handling of Hazardous Materials | 21. Scuffling/Fighting/HorseplayRules |
| 6. Face Protection | 14. Ladder Safety Procedures | 22. Personal Hygiene |
| 7. Hand Protection | 15. Safe Use of Hand Tools | 23. Other |
| 8. Head Protection | 16. Lockout - Tagout - Blockout Procedures | 24. Other |



Safety Observation Counseling Record

Supervisor _____ Departamento _____ Turno _____ Mes _____

Fecha del Toque Ligero y No. Del Tema de Seguridad

Nombre De Empleado	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

MARQUE EL CUADRO CON EL CODIGO DEL TEMA QUE CORRESPONDE CON LA FECHA EN QUE LE AVISO AL EMPLEADO

- 1. Ideas para orden en el trabajo
- 2. Reportar Accidentes Inmediatamente
- 3. Protección Para Los Ojos
- 4. Protección Para Los Oídos
- 5. Protección Para Los Pies
- 6. Protección Para La Cara
- 7. Protección Para Las Manos
- 8. Protección Para La Cabeza
- 9. Uso Seguro Del Cinturón De La Espalda
- 10. Vestido Recomendado para el Trabajo
- 11. Usar Equipo De Seguridad Apropriadamente
- 12. Violaciones De Reglas De Seguridad
- 13. Manejo Seguro de Materiales Peligrosas
- 14. Seguridad con el uso de Escaleras
- 15. Seguridad con el uso de Herramientas
- 16. Reglas para Neutralizar Equipo Con Candados, Etiquetas o Bloqueos
- 17. Seguridad con la Electricidad
- 18. Reglas De Seguridad con Montacargas
- 19. Técnicas Correctas De Levantar
- 20. Almacenaje Seguro
- 21. Reglas Contra Payasadas, Bromas o Pleitos
- 22. Higiene Personal
- 23. Misceláneo