

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.

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Republic Indemnity Company of America and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them.

© 2022 Republic Indemnity of America, 4500 Park Granada, Suite 300, Calabasas, CA 91302.



Safety Observation Counseling Record

		8		
upervisor	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
																														1	
																														l	
																														l	
																														l	
																														ĺ	
																														i	
																														i	
																														i	
																														i	
																														i	
																														i	
																														i	
																														1	

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
																														\vdash	
																															<u> </u>
																														$\vdash \vdash \vdash$	
																														$\vdash \vdash \vdash$	
																														\vdash	
																														\vdash	

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

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

Etiquetas o Bloqueos