

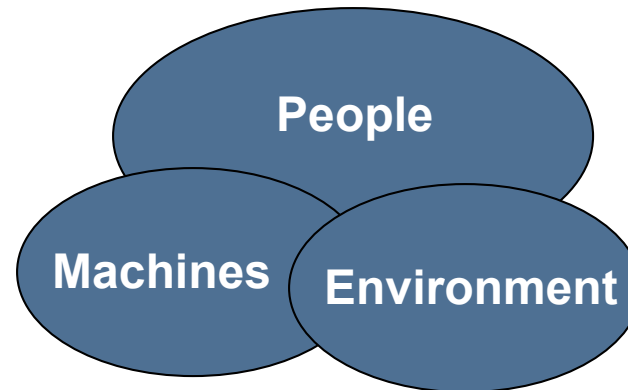
Job Observations

Going beyond the checklist

Worksites

Worksites consist of three basic elements:

1. People
2. Machines
3. Environment



Machines and Environment Elements

Machines

- Hand tools
- Office Equipment
- Metal Working Machines
 - Presses
 - Shears



Environment

- Lighting
- Air Quality
- Working Hours



Primary Cause of Workplace Injuries



PEOPLE

Studies vary on numbers, but all agree that the majority of injuries are directly related to “Unsafe Acts” of employees!

A commonly quoted study places the number at 88%

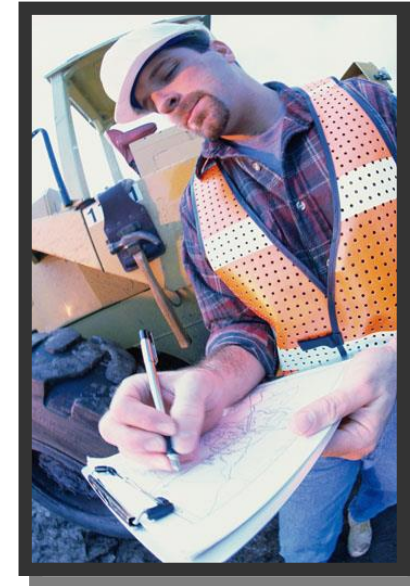
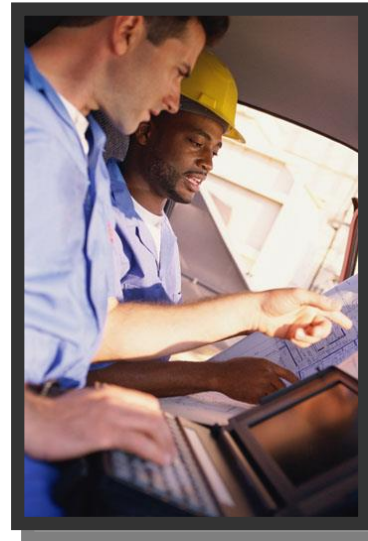
Source: Safety and Health for Engineers—Roger Brauer

People are the Key

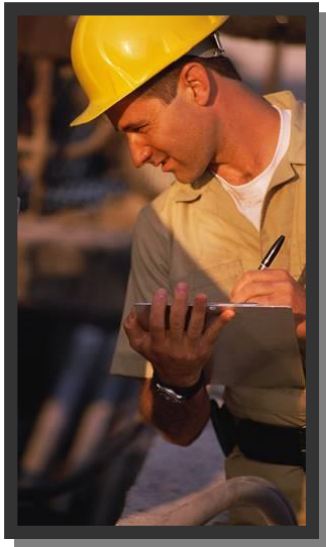
- Job Observations
- Find out if the client company has detailed job descriptions or safety checklists prior to the facility tour.
- Use the job descriptions or your personal assessment of the duties as a baseline and then:
 - Determine if the actions of the employee are consistent with the job described.
 - If not:
 - Is there a problem with the process or equipment?
 - Does the person need additional training?

Is it just watching, or should there be some interaction?

- Job Observation
 - Note taking
 - Analysis
- Employee Interviews
 - Note taking
 - Analysis



Job Observation

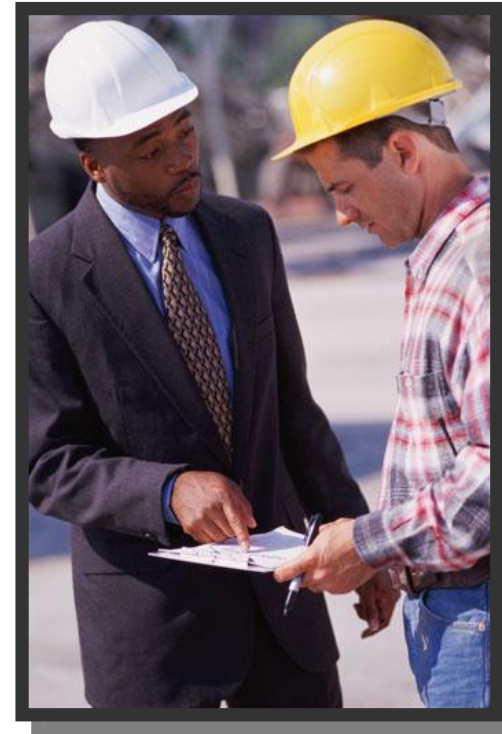


- Watch several cycles of work with an emphasis on safety.
 - Hand placement
 - Body movement
 - Use of tools
 - Workstation design
- Develop a checklist of items that any employee assigned to this job should know.
- Include this checklist in the orientation packet for future assignments.

Some Field Examples

Is anyone in the “real world” doing this?

Yes, there are many companies that have orientation packets that are supplied to each new employee at the time of assignment.



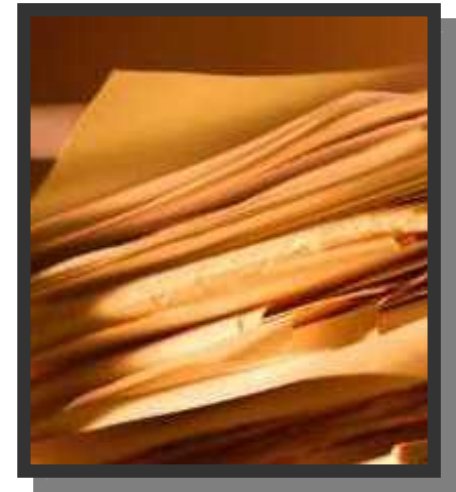
How is it Done?

- Companies create a safety checklist or “must knows” and then review the items with each new employee assigned to the position.
- Companies develop a “job description” with a safety component as a guideline for matching and training employees for an assignment.

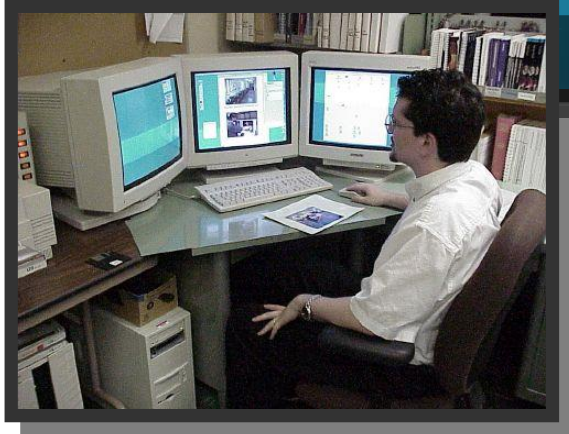
Assignments

“I have many different job assignments. I can’t have a file for each, can I?”

It may not be a file. It may be a one or two sheet handout with “must know” safety rules and/or essential job functions and duties.



Examples



- Warehouse
 - Forklift Training and General Safety Rules
 - Manual Material Handling
 - Loading/Unloading
- Nursing
 - Patient Handling
 - Combative Patients
- Office/Professional
 - Workstation Design and Ergonomics
 - Manual Material Handling
 - Parking Lots –
Pedestrian Safety

Summary

- Job sites consist of three elements:
 - People, Machines, Environment
- All three elements should be analyzed to reach maximum safety efficiency.
- Unsafe acts of employees account for the majority workplace injuries.
 - Untrained Employees vs. Careless Employees
- Job observation combined with a thorough evaluation of the machines and environment provide a holistic approach to workplace safety.