



**CORE FORM (JPPL\_EHS-19-03-F-12)**

Rev No. 01 Effective Date: 01 Sep 2018

Observer (s): .....

Date – Time: .....

Contractor: .....

**Area:**

- TOMC 1
- TOMC 2
- TOMC 3
- Common Roads
- Office (COB)
- Canteen (COB)
- Others  
Please specify : \_\_\_\_\_

**OBSERVATION**

Safe

Unsafe

**Access/Egress**

- Inadequate
- Obstruction/Blocked
- Wrongly Placed
- Unauthorised Entry/Exit
- Others

**Electrical Tools**

- Improper
- Defective
- No Colour Code
- Inspection
- Right for the Job

**Hand-tools**

- Defective/homemade
- Improper Usage
- Right for the Job
- Others

**Plant & Equipment**

- Inspection/Certified
- Banksman provided
- Maintenance checklist
- Oil Spill Containment
- Other

**Manual Handling**

- Lifting Technique
- Repetitive
- Excessive Load
- Others

**Work Environment**

- Tripping hazard
- Protruding Object
- Work Supervision
- Documents/ Permits
- Working Underneath
- Others

**Excavations**

- Slope/ Shoring
- Storage of soil
- Manual/Mechanical
- Others

**Hot Work**

- Fire Fighting Equip
- Spark Containment
- Gas cylinders
- Document/Permit
- Machine/Cables
- Others

**Barricade/Signs**

- Type
- Placement
- Adequacy
- Others

**Traffic**

- Road signs/ Signals
- Seat Belts
- Vehicle Load
- Parking
- Others

**Body Position**

- Line of fire
- Awkward position
- Others

**Environmental**

- Soil/Water Contamination
- Waste Management
- Spills/Leak
- Stagnant Water
- Drip Tray
- Label/Signage
- Pest/ Vector Control
- Others

**Housekeeping**

- Waste Management
- Storage of Material
- Trip, Slip and Fall
- Cables Management
- Others

**PPE**

- Defective
- Double protection
- Hand
- Ear/Muff
- Eye/Face
- Others

**Working at Height**

- Training
- Fall protection
- Work Planning
- 100% Tie Off
- Unsafe Platform
- Others

**Confined Space**

- Equipment
- Access / Egress
- Isolation
- Gas Testing
- Ventilation

**Lifting Operations**

- Lifting Supervisor/Training
- Lifting gear
- Barricade & Sign
- Document/Permit
- People Position
- Other

**Scaffolding**

- Erection / Use
- Inspection
- Fall Protection
- Scaffold Elements
- Scaff Tag
- Others

**Health/ Welfare**

- Toilets/ Washing
- Hygiene
- Drinking water
- Other

**Office Safety**

- Hand rails
- Trip & Slip
- Electrical
- Other

**DISCUSSION/ AGREED ACTIONS** *Actions must be discussed and agreed with individual*

- Individual Awareness
- Job Safety Analysis
- Group Awareness
- PTW
- Tool Box Talk
- Additional Competency/ Training
- Plans Procedures

**Closed**

- 1..... Yes  No
- 2..... Yes  No
- 3..... Yes  No

**BEHAVIOURAL OBSERVATION TECHNIQUE**

**OBSERVE** People's behaviours in **real** work situations.

**ENGAGE** them to praise safe behaviours and discuss the consequences of unsafe behaviours.

**CHANGE**, by mutual agreement, their own behaviours to safe behaviours, others people's behaviours, so that they too use safe behaviours.

**DEMONSTRATE** your visible leadership, your support for SHES and your concern for people's welfare.



- Understand the work process.



- Observe people.
- Stop an unsafe act immediately.



- Put people at ease.
- Explain what you are doing and why.
- Ask what job they are doing and what stage they are at.



- Praise safe behaviour.
- Ask why the unsafe behaviour occurred.
- Ask if they understand the potential?
- Ask what corrective action is required.

**7 STEPS TO ENGAGEMENT**

- |   |  |
|---|--|
| 1 | Engage the employee in a non-threatening way and make the situation safe as required         |
| 2 | Put the employee at ease through positive reinforcement of safe behaviours ( <b>praise</b> ) |
| 3 | <b>Comment</b> on your concerns on the unsafe behaviours that you observed.                  |
| 4 | <b>Explore</b> ideas and suggestions on how the employee could behave more safely in future. |
| 5 | Gain <b>agreement</b> to work safely in future   |
| 6 | Continue the conversation to discuss other SHE issues, if any.                               |
| 7 | <b>Thank</b> the employee.   |

**Do** ensure your card is closed before submitting.

**Do** ask for assistance from supervisors or another employee when faced with an employee that speaks a foreign language.

**Do** ensure that all relevant sections are completed before submitting.

**Do** encourage others to engage in the CORE process.

**Do** engage others around the employee to participate with ideas on how work can be conducted safer.

**Don't** use CORE observation cards for reporting any other issues e.g. building repairs/ maintenance, procedure errors or shortfall, as these are not in line with the CORE Observation program.

**Don't** fill out the card in front of the person being observed (this could have a negative effect)

**Don't** be confrontational with the employee, it is important to have a positive attitude and good approach.