



Jurong Port

CORE FORM (JPPL-EHS-19-03-F-12)

Rev No. 01 Effective Date: 15 Sep 2020

Observer (s):

Date – Time:

Contractor:

Area:

- Area selection checkboxes: TOMC 1, 2, 3; Common Roads; Office (COB); Canteen (COB); Others. Includes a 'Please specify' field.

OBSERVATION status box with 'Safe' and 'Unsafe' checkboxes.

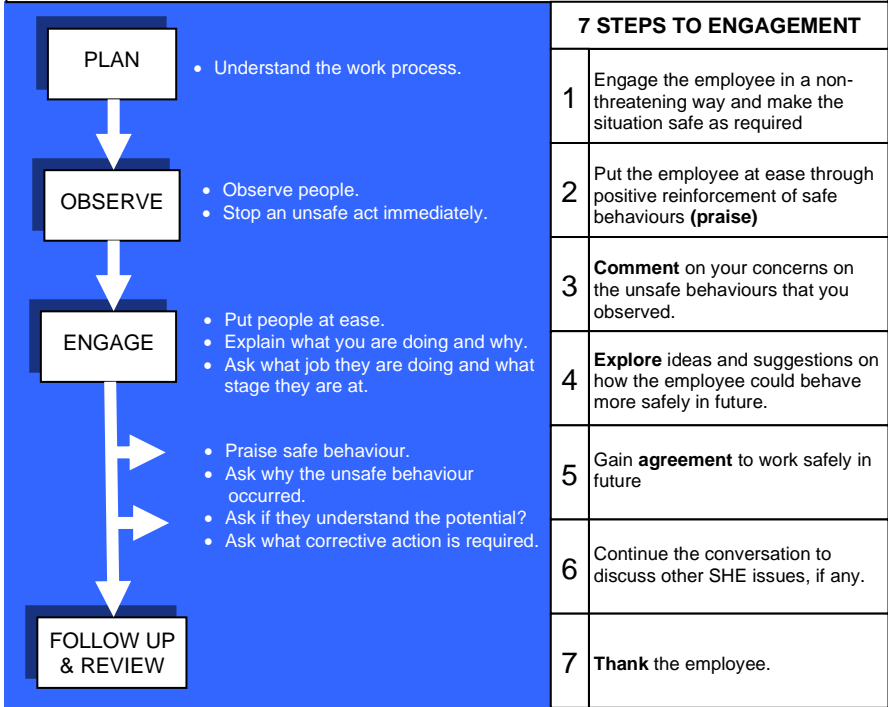
- Checklist categories: Access/Egress, Electrical Tools, Hand-tools, Plant & Equipment, Manual Handling, Work Environment, Excavations, Hot Work, Barricade/Signs, Traffic, Body Position, Environmental, Housekeeping, PPE, Working at Height, Confined Space, Lifting Operations, Scaffolding, Health/ Welfare, Office Safety.

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

- Agreed actions checkboxes: Individual Awareness, Job Safety Analysis, Group Awareness, PTW, Tool Box Talk, Additional Competency/ Training, Plans Procedures. Includes a 'Closed' status and a table for recording observations.

BEHAVIOURAL OBSERVATION TECHNIQUE

OBSEIVE 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.



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.