

## Job Safety Observation (JSO)

The JSO process provides a systematic means to reinforce safe and productive work practices while documenting risk areas for improvement and making future training and orientation programs more effective. Through positive reinforcement, the JSO process can also help boost employee morale.

The process involves supervisors monitoring employees to ensure that they are performing safely, productively and efficiently through three activities: employee orientation, self-inspections and after-injury follow-up. Enormous resources are expended in these three areas alone; but by using a JSO effectively, these practices can be linked together making them more effective.

To help establish a pattern of safe work practices – or areas that need improvement – a JSO should be completed on each employee performing the same task at least twice.

During the JSO, the supervisor should record pertinent data such as employee name, date, job, and observations on a specially designed card (see sample right). The supervisor should also record observations regarding unsafe acts or conditions, as well as safe performance. File cards for review and analysis.

If an employee is performing unsafely, immediate corrective action should be taken. If an employee is performing properly, commend employee with positive reinforcement.

JOB SAFETY OBSERVATION CARD (SAMPLE)		
Orientation <input type="checkbox"/>	Injury Follow-up <input type="checkbox"/>	Self-inspection <input type="checkbox"/>
Department:	Date:	
Employee Name:		
Job Observed:		
Comments:		
Follow-up:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, follow-up date:
Completed by:		

### Assess Safety During Employee Orientation

Studies show many injuries involve new employees or those who have recently assumed new positions. Therefore, it is important to perform safety assessments during the orientation period.

### Conduct Routine Self-Inspections

Self-inspections save time and resources by proactively determining potential loss exposures. As many accidents are caused by employee error or retraining issues, self-inspections go beyond examining physical attributes to routinely observing employee safety performance. Prior loss history, influx of new employees, or other factors can point to areas on which to focus. Results are recorded on the self-inspection document.

### Follow-up After Injuries

The JSO can also be used for after-injury follow-up within a week of an injury or after their return to work. This is particularly important if an accident is the result of an unsafe act, as indicated during the accident investigation, with remedial action documented that the employee was instructed about proper safety methods.

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.