

# **SAFE WORK OBSERVATION (SWO)**

A Safe Work Observation (SWO) can also be referred to as a Safe Act Observation (SAO).

In the 2014 review of the Klinge Generic Work Instructions, a new template was introduced for Safe Work Observations, which now goes into more detail than the previous form. This allows the observer and the person being observed to discuss and document agreed actions to improve health and safety. This form can be found in WKI-K&C-003 and the Safe Work Observation template is now referred to as OHS\_Form\_001.

## **Purpose of a SWO**

The purpose of a Safe Work Observation is to enable the requirements that have been established to carry out a high risk task in a safe and healthy manner. It sets out the work activities in logical sequences and assists the observer to identify any at risk behaviours or if the person being observed works outside the accepted documented procedure.

## **Who is to conduct a SWO?**

Any person can conduct a SWO. At site, Klinge personnel can have SWO conducted by the Client and this can be from management or other field personnel.

At Klinge, all personnel are encouraged to undertake SWO's especially our Site Leadership Team as it is believed the more time our management spends out in the field observing team members the greater the reward being a decrease in incident statistics.

Personnel visiting site from the SHI Support Office, as well as our Regional Managers are also encouraged to undertake SWO as a fresh set of eyes reviewing tasks and asking questions can also assist.

## **When should a SWO be conducted?**

A SWO can be conducted at any time. The main point is that the observer needs to inform the person being observed that an SWO is being conducted. Ideally the observer should have the relevant Safe Work Procedure (SWP) at hand when doing the SWO as this will assist to monitor each of the steps.

It is important to remember that during the course of the SWO, if the person being observed performs an unsafe practice then the task must be stopped immediately and a discussion held between the two parties.

The SWO template should be filled out in its entirety and where applicable should include a set of 'agreed actions'. It is important to note that Site Manager/Supervisor should be involved in the discussion and approve the 'agreed goals' to enable an action plan to be implemented.

Please note: A SWO should not be used to manage the performance of personnel.

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## Example of a SWO

Please refer to the below example which has been provided to help familiarise yourself with the new layout of the template. The example below is for deflating a tyre.

### **EXAMPLE - Safe Work Observation [OHS\_Form\_001]**

<b>Candidates Name/s:</b>	Greg Herbert	
<b>Observers Name:</b>	Fred Brown	
<b>Site &amp; Location of Task/Activity:</b>	Penguin Island	
<b>Task/Activity Observed:</b>	Deflation of tyre	<b>SWP Name:</b> Deflation Generic SWP
<b>Date:</b>		

1. Documentation	YES	NO	N/a
SWP	✓		
JHA		✓	
Personal Risk Assessment (Take 5 etc.)	✓		
Other (specify)			✓

2. Pre-start Operations	YES	NO	N/a
2.1 Has a JHA and or task specific risk assessment been completed (Take 5, 60 secs, SLAM etc.)?	✓		
2.2 Has the crew on the job conducted a pre-start inspection on the FTH prior to commencing the job?			✓
2.3 Has a pre-start inspection been conducted on tools and equipment to be used for the task/activity?	✓		
2.4 Has all relevant procedures been reviewed and understood prior to the task/activity?		✓	
2.5 Is the operator authorised to operate plant/equipment being utilised for the task/activity?			✓
2.6 Has all Restricted Work Areas (RWA) and exclusion zones been erected, including signage?	✓		
2.7 Other			✓
3. Position of People	YES	NO	N/a
3.1 At risk of flying objects – <i>are you in the line of fire?</i>	✓		
3.2 At risk from pinch/crush points – <i>hands/fingers/body in a position where they shouldn't be?</i>			✓
3.3 At risk of sprains/strains from over extension, lifting heavy objects etc. – <i>incorrect body position?</i>			✓
3.4 At risk of slips/trips/falls or falling objects – <i>in and around the work area?</i>		✓	
3.5 At risk from any type of pressure – <i>air/water/heat/hydraulic/fume/gasses?</i>	✓		

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3.6 At risk from overhead obstructions – <i>power lines, lightning strikes, under body debris?</i>			✓
3.7 Other			✓
<b>4. Personal Protective Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/a</b>
4.1 Safety helmet present while performing task?	✓		
4.2 Correct footwear worn while performing task?	✓		
4.3 Gloves present while performing task?	✓		
4.4 Wearing suitable protective clothing (long sleeves rolled down & buttoned, shirt tucked in etc.)?	✓		
4.5 Correct safety glasses worn?	✓		
4.6 Hearing protection present while performing task relevant to site requirements?	✓		
4.7 Other			✓
<b>5. Tools &amp; Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/a</b>
5.1 Correct tools used for the task/activity?	✓		
5.2 Tools in safe condition?	✓		
5.3 Tools used correctly to perform job task?	✓		
5.4 Positive communication used whilst operating machinery/equipment/tooling?	✓		
5.5 Spotter present when operating equipment/machinery/plant in and out of work area?			✓
5.6 Has all isolation (energy sources) been controlled & tested for dead on this task?	✓		
5.7 Other			✓
<b>6. Housekeeping</b>	<b>YES</b>	<b>NO</b>	<b>N/a</b>
6.1 Tools and equipment cleaned and stored correctly?	✓		
6.2 All ground debris cleaned up?	✓		
6.3 Barricading and signage removed from the work area on completing the job?			✓
6.4 Hoses/Airlines/Electrical Cords rolled away and back on reels where applicable?			✓
6.5 Walkways & entry areas clear and free from obstructions?	✓		
6.6 Trolleys/lifting devices used to assist with moving/lifting objects?			✓
6.7 Other			✓

## Comments

**(Safe) Act/s Observed within the task. What were the safe act/acts observed?**

**All personnel involved in the task communicated well  
Correct PPE worn**

**(Unsafe) Act/s Observed within the task. What were the unsafe act/acts observed?**

**2.4 – Personnel were asked if they had reviewed the deflation SWP and had not and as a result the tyre pressure when deflated was 20 psi not the required 10 psi.  
3.5 – The team member deflating was in the line of fire and received a blast of air pressure from the deflating tyre.**

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## Discussion Points/Agreed Actions

**All personnel are to review relevant SWP's prior to conducting the task to ensure they fully understand the task and what is required.**

Observers Signature: Fred Brown Date: 14/7/14

Team Member Signature: Greg Herbert Date: 14/7/14

Team Member Signature: Nil Date: \_\_\_\_\_

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