

This form is used to document your observation of a person's or workgroup's behaviour while performing their work activity. Prior to conducting the observation, inform the person/workgroup that the behavioural observation is to occur. Record safe and any at-risk behaviour observed as well as any corrective, positive and helpful advice provided. Total your observations in the area provided at the end of Section 2. For further information refer to the Procedure for Conducting Behavioural Observations, CS-OHS-19.

Section 1 – Behavioural Observation Details

Site: **Location:**

Job Description:

Date: / / **Time:** : hrs

Observation Leader:

Other Observation Team Members: 1. 2.

Section 2 – Behavioural Observations Tick ✓ appropriate boxes

	Safe	At-risk	N/a
1. Permit to Work Goal: The PTW has been correctly used to identify and effectively control risks to people and plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> demonstrated a clear understanding of all the conditions of the PTW? considered all the required documents? identified and assessed all the risks and required controls? confirmed that all people have signed onto the PTW? 			
2. Risk Assessments Goal: All the risks have been identified and controlled for the task being completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> demonstrated a clear understanding of all the requirements of the TRA or JSEA? completed the TRA or JSEA to the agreed standard? 			
3. Isolation, Electrical Access & Switching Goal: All isolations identified, verified and implemented correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> positively identified all energy isolations, verified as correct and implemented correctly? ensured that all relevant persons have been trained and authorised to carry out the work? considered arc flash hazards and taken adequate steps to control them? identified the need for at least two people in attendance when working near exposed live conductors? 			
4. Excavation Work Goal: The excavation work has the appropriate permit and conditions of the permit are followed and all the risks are identified and controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> a permit in place for the excavation work? followed the conditions of the permit with hazards and control measures included in the JSEA? identified, located and isolated all underground services and hazards? 			
5. Hot Work Goal: Conditions of the permit are followed and all the risks identified and controlled with precautions in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> followed the conditions of the permit for hot work? completed the check list and JSEA prior to work commencing? controlled the risks and put special precautions in place? 			
6. Confined Space Entry Goal: Conditions of the permit are followed and all the risks identified and controlled with precautions in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> followed the conditions of the permit for confined space entry? completed the JSEA and emergency response plan and communicated to all people involved in the work? ensured all persons have been trained and authorised to carry out the work? tested the atmosphere, verified as safe, and re-tested? used a standby person or other equivalent controls in place? 			
7. Hazardous Substances and Dangerous Goods Goal: Risks when using Hazardous Substances and Dangerous Goods are identified and controlled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaviours: Has the workgroup: <ul style="list-style-type: none"> followed the requirements in the MSDS and communicated this to all people involved in the work? worn appropriate PPE and used it correctly? appropriately stored and labelled the hazardous substance being used? 			



➔ Forward completed form to the site safety department for record and reporting purposes.

	Safe	At-risk	N/a
8. Working at Heights and Falling Objects Goal: Conditions of the permit are followed and all the risks identified and controlled for the task being completed. Behaviours: Has the workgroup: <ul style="list-style-type: none"> followed the conditions of the permit for the work? ensured all persons have been trained and authorised to carry out the work? completed the JSEA and emergency response plan with suitable retrieval plans? checked all work at height equipment is fit for purpose, inspected prior to use and maintained appropriately? secured all the tools and equipment from falling? marked exclusion zones with barricading and signage below? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Training and Authorisation Goal: Persons are trained, competent and authorised to carry out the work and/or operate plant. Behaviours: Has the person: <ul style="list-style-type: none"> the relevant, current licence for the task at hand? demonstrated being competent and authorised to carry out the task being performed? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Personal Protective Equipment (PPE) Goal: PPE is worn and used correctly. Behaviours: Has the workgroup: <ul style="list-style-type: none"> worn the appropriate PPE and used it correctly? maintained the PPE in good condition? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Tools and Equipment Goal: Tools are fit for purpose and in good condition. Behaviours: Has the workgroup: <ul style="list-style-type: none"> selected the right tool for the task? used the tools correctly and maintained it in good condition? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Manual Handling and Postures Goal: People are working safely reducing the risks of strains or sprains. Behaviours: Has the workgroup: <ul style="list-style-type: none"> identified manual handling hazards in the JSEA with appropriate control measures implemented and used? positioned themselves allowing good posture (not cramped) to perform the task safely? avoided manual lifts where possible? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fit for Duty Goal: People are fit for duty. Behaviours: Is the workgroup: <ul style="list-style-type: none"> working within the fatigue rules? or any person showing signs and symptoms of being unfit for duty? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Housekeeping Goal: Workplace is tidy and clean. Behaviours: Has the workgroup: <ul style="list-style-type: none"> maintained a tidy and clean workplace? kept the workplace free from excessive dust, spillages, noise and odours? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Observations: No. of Safe Actions Observed: No. of At-risk Actions Observed:

Section 3 – Safe Actions Observed (include positive feedback)

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Section 4 – At-risk Actions Observed (include positive feedback)

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Section 4 – Completion Details

Completed by: Name: Position:
 Signature: Date: / /



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