

	Health & Safety Management System Form: Work Observation	Page 1 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 9.6

Worksite Details		
Location:	Date:	Time:
Person in charge:	Conducted by:	
Crew members:		
Description of work:		
Checklist		
<i>Instructions: Mark items with a "✓" if satisfactory or an "x" if unsatisfactory. Leave blank if not applicable.</i>		
Category	Comments	
General ☐ Dedicated observer in place ☐ Job Safety Analysis complete, followed ☐ Project Safety Plan on hand, followed ☐ SWPs & SJPs on hand, followed ☐ Traffic control adequate ☐ Vehicle/heavy equip inspection complete ☐ Work Protection in place		
Emergency Preparedness ☐ Emergency contacts displayed ☐ Emergency response plan in place ☐ Evacuation procedure in place, tested ☐ Extinguisher available, checked monthly ☐ Eyewash available, checked monthly ☐ First aid kit available, checked monthly		
Tailboard Meetings ☐ All steps/hazards/controls listed ☐ Held with all workers ☐ Revised when required ☐ Signed by all workers		

Teach rather than test.

 NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i>	Health & Safety Management System Form: Work Observation	Page 2 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 9.6

Category	Comments
Chemicals ☐ Clearly labelled ☐ Safety Data Sheets in place ☐ Stored correctly	
PPE ☐ Certification up-to-date (if applicable) ☐ Correctly used ☐ In good condition, clean, inspected first ☐ Readily available	
Housekeeping (worksite and vehicle) ☐ Clean work area ☐ Materials neatly stored, area organized ☐ Spills cleaned up ☐ Walkways, stairs, extinguishers clear	
Electrical ☐ Cords, plugs, switches in good condition ☐ Power tools in good condition ☐ Safe Limits of Approach observed ☐ Temporary wiring out of the way	
Lighting ☐ Adequate illumination ☐ Fixtures clean, good condition ☐ No direct or reflected glare	
Tools & Equipment ☐ Communications equipment suitable ☐ Log books completed ☐ Machine guarding in place ☐ Pre-start checks completed ☐ Tools & equipment in good condition ☐ Tools & equipment used properly	

Treat others as you wish to be treated.

	Health & Safety Management System Form: Work Observation	Page 3 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 9.6

Hazard Control Analysis		
<i>Instructions: Review Tailboard, list identified hazards & controls, then rank effectiveness. Were any missed?</i> - Hazard categories: biological, chemical, energy (electricity, pneumatic/hydraulic pressure, steam, heat, stored energy, arc flash), environmental, ergonomic, manual handling, mechanical, physical (moving equipment, noise, vibration, temperature extremes, work at heights, slip/trip hazards), psychological. - Rank control effectiveness as per the Hierarchy of Controls (HOC): <i>Elimination (1), Substitution (2), Engineering (3), Administrative (e.g., training, procedures) (4), PPE (5).</i>		
Hazard 1:		HOC
Controls:		
Hazard 2:		HOC
Controls:		
Hazard 3:		HOC
Controls:		
Hazard 4:		HOC
Controls:		

Where you aim is where you will go.

Hazard 5:		HOC
Controls:		
Hazard 6:		HOC
Controls:		
Hazard 7:		HOC
Controls:		
Hazard 8:		HOC
Controls:		
Hazard 9:		HOC
Controls:		

Remember the reasons to work safely.

	Health & Safety Management System Form: Work Observation	Page 5 of 5
	Monitor: Director, Health, Safety & Environment	Form #: 9.6

Comments

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Corrective Actions (for all items marked as unsatisfactory above)
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#	Action	Responsible Party	Due Date	Completed
1				
2				
3				
4				
5				
6				

Conducted by (signature):	Person in charge (signature):
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Submit to Health & Safety Department by email or fax (1-888-458-4627).