

# Values Based Safety® ARTCO Landside Observation and Feedback Checklist

Observer Information: *Print Name* \_\_\_\_\_

Observation Information: Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

- **Announce** yourself to the person you plan to observe.
- **Observe** for 3-5 minutes. Look for **safe** behaviors.
- **Record** after observing. Check only the behaviors that you observe; mark the SAFE or CONCERN column for the observed behaviors based upon your perspective.
- **Feedback** – Stand shoulder-to-shoulder and show them the checklist.



- Positive Feedback on 2 – 3 Safe Behaviors**
1. Describe the behavior(actions)
  2. State the potential impact
- Positive Feedback on Concern (limit one, only if you see one):**
1. Describe the behavior
  2. State the potential impact
  3. Suggest an alternate behavior

	Safe Practice	Safe	Concern	For Concerns: Describe what you saw, what injury could result, and suggest an alternate behavior.	FB
1.	Keep eyes on path / assigned work				
2.	Protect your body, eyes, face, hands (PPE)				
3.	Use good body mechanics when lifting, pushing, and pulling				
4.	Use tools & equipment in good condition and as designed & designated for job				
5.	Keep work area free of slip and trip hazards				
6.	Ask for help when needed				
7.	Work or move at a steady pace				
8.	Communicate with co-workers to avoid hazards				
9.	Stay clear of sharp edges and pinch points				
10.	Store tools and equipment to prevent injury				

Comments: \_\_\_\_\_

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# Values Based Safety® ARTCO Landside Observation and Feedback Checklist

## Pinpointed definitions with examples

<p><b>1. Keep eyes on path / assigned work</b></p>	<p><b>Walking:</b></p> <ul style="list-style-type: none"> <li>• Look in the direction of travel, watch for clear path and maintain solid footing.</li> <li>• Walk at a pace that allows you to react to unexpected events such as doors opening. Do not run or hurry.</li> <li>• Walk around wet, icy, or oily spots if possible. Walk slowly and take short deliberate steps when forced to walk through a slick area.</li> <li>• Hold the handrail and watch your step when ascending / descending stairs.</li> </ul> <p><b>Assigned Work:</b></p> <ul style="list-style-type: none"> <li>• Always keep eyes focused on task being performed. For example, when using a maul, drill, grinder or other tool maintain eye contact with the impact area.</li> <li>• When working near moving machinery, keep eyes on pinch points.</li> </ul>
<p><b>2. Protect your body, eyes, face, hands (PPE)</b></p>	<ul style="list-style-type: none"> <li>• Wear personal flotation device (pfd) when working on or near the water.</li> <li>• Wear hard hat, safety glasses, and safety toed boots to protect against physical hazards.</li> <li>• Wear goggles or safety glasses with side shields under face shield to protect eyes when grinding, using chipping hammer, etc.</li> <li>• Always use welding helmet when welding or assisting someone who is welding.</li> <li>• Wear protective gloves when handling hoses, using a utility knife or tools with sharp cutting edges, handling sharp objects, or working near equipment with sharp edges.</li> </ul>
<p><b>3. Use good body mechanics when lifting, pushing, and pulling</b></p>	<ul style="list-style-type: none"> <li>• Stretch before the task. Keep back straight and lift with your legs. Keep load close to body.</li> <li>• Turn your whole body, feet first, rather than twisting at the waist when lifting and carrying heavy loads.</li> <li>• When lifting from the floor, squat close to the load, and keep your head up.</li> <li>• Take a balanced stance, feet placed shoulder width apart when pulling hoses or pushing heavy loads.</li> <li>• Take frequent rest stops when pulling hoses or lifting heavy objects. Know and observe your personal lifting limit.</li> </ul>
<p><b>4. Use tools &amp; equipment in good condition and as designed &amp; designated for job</b></p>	<ul style="list-style-type: none"> <li>• Use the tools, equipment, &amp; materials designed &amp; designated for the task without substitution. For example, use a dead blow or maul instead of striking with pipe or bar.</li> <li>• Always use hand tools that are in good condition &amp; free of tape, nicks, chips, mushroomed hammer heads, signs of excessive wear.</li> <li>• Inspect your tools and equipment for defects before use.</li> <li>• Use 3 point contact when ascending / descending a ladder.</li> <li>• Keep your center of gravity between the main vertical rails of the ladder.</li> </ul>
<p><b>5. Keep work area free of slip and trip hazards</b></p>	<ul style="list-style-type: none"> <li>• Remove obstructions from walkways. Pick up and store loose wires, hoses, pipes, etc.</li> <li>• Keep paths / work area free of spilled product, oil, and ice.</li> </ul>
<p><b>6. Ask for help when needed</b></p>	<ul style="list-style-type: none"> <li>• Know your personal lifting limit. Break up load to reduce the weight or ask for help to lift or move heavy loads.</li> <li>• Ask for help / share the burden when pulling and moving heavy hoses, carrying pumps, etc.</li> </ul>
<p><b>7. Work or move at a steady pace</b></p>	<ul style="list-style-type: none"> <li>• Slow down when approaching blind spots or walking on a slick surface.</li> <li>• Work and move at a steady pace without jerking, straining, or hurrying.</li> <li>• Take frequent rest stops from repetitive tasks, when lifting heavy objects, or making repeated swings with a sledge hammer.</li> </ul>
<p><b>8. Communicate with co-workers to avoid hazards</b></p>	<ul style="list-style-type: none"> <li>• When creating a hazardous work zone, identify the work zone with orange cones / caution signs / caution tape.</li> <li>• When loading or unloading a shipment communicate clearly with the driver of the locomotive or truck before entering a danger zone.</li> <li>• Communicate clearly with anyone driving a forklift or front end loader. Be sure they see you and acknowledge your presence.</li> </ul>
<p><b>9. Stay clear of sharp edges and pinch points</b></p>	<ul style="list-style-type: none"> <li>• Keep an appropriate distance from exposed moving equipment, sharp edges, and power tools.</li> <li>• Keep hands from between objects or equipment that might shift, fall, or move towards you.</li> <li>• Keep body parts from places where they might be crushed or pinched.</li> <li>• Push away when loosening bolts.</li> <li>• Keep fingers clear of doors, lids, &amp; covers. Keep hands clear when setting down loads.</li> </ul>
<p><b>10. Store tools and equipment to prevent injury</b></p>	<ul style="list-style-type: none"> <li>• Store wires, hoses, pipes, and tools in designated areas so that they are not trip hazards.</li> <li>• Store tools and pipes so securely so that they don't fall when bumped</li> </ul>

***Be Proactive – Not Reactive. Zero is Possible.***