

SAFETY OBSERVATION PROGRAM TEMPLATE

Location: _____ Observer: _____

Observation Details:

Date and Time: _____

Department / Area: _____

Type of Observation (Safe/At-Risk/Incident): _____

Observed Activity Description:

Describe in detail the activity observed, including the sequence of events, personnel involved, equipment used, and context. Specify any deviations from standard operating procedures or safety protocols noted.

Observed Hazard and Risk Analysis:

Identify the hazard(s) observed, analyze the associated risks, and evaluate the potential consequences. Detail any immediate corrective actions taken or recommended to mitigate risk.

Suggested Corrective Actions and Preventive Measures:

List specific corrective actions to be implemented, responsible persons or departments, and timelines for completion. Include recommendations for preventive measures to avoid recurrence.

Follow-Up and Verification:

Describe the method and schedule for follow-up verification of corrective actions, including inspections, audits, or meetings. Specify the person(s) responsible for verification.

Observer Signature: _____ **Date:** _____

Supervisor / Manager Review:

Provide comments regarding the observation, evaluation of corrective actions, and further recommendations if any.

Supervisor / Manager Signature: _____ **Date:** _____

Program Compliance and Legal Notice:

This Safety Observation Program Template is designed to facilitate the identification, documentation, and mitigation of workplace hazards and unsafe behaviors. All participants must comply with applicable federal, state, and local laws and regulations, including but not limited to OSHA standards. Observations shall be conducted objectively and in good faith. Retaliation against any individual participating in this program is strictly prohibited and may be subject to disciplinary action or legal remedies. This document and all related records shall be maintained confidentially and

securely in accordance with organizational policies and applicable privacy laws.

OBSERVER SIGNATURE

SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

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