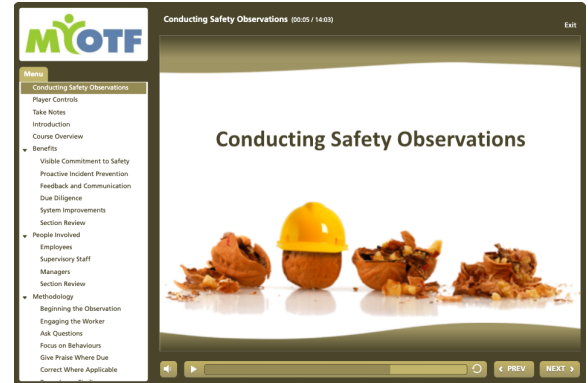


## About this Course

In most organizations, the process of conducting workplace and equipment inspections is common and well established. But what about the periodic inspection of people?

This course will teach you the proper techniques to correctly and efficiently conduct formal safety observations in any workplace. In addition, you learn how to remedy unsafe work behaviours, how record and report your findings, as well as how to properly manage and analyze the results.

The average student will require approximately 20 minutes to complete both the course and quiz.



## Course Outline

### Benefits

- Visible Commitment to Safety
- Proactive Incident Prevention
- Feedback and Communication
- Due Diligence
- System Improvements

### People Involved

- Workers
- Supervisory Staff
- Managers

### Methodology

- Beginning the Observation
- Engaging the Worker
- Asking Questions
- Focusing on Behaviours
- Giving Praise Where it is Due
- Providing Corrections Where Applicable
- Recording Your Findings
- Closing Out the Safety Observation

### Form Review

- Observed Employee
- Initial Employee Reactions
- Tools and Equipment
- Housekeeping
- PPE Evaluation
- Positive and Negative Observations
- Corrective Actions
- Bottom of the Form

### Data Management

- Standards and Compliance
- Analyzing Results
- Trends, Needs, and Actions
- Communication of Results
- Records Management

### Mastery Quiz (80% to pass)

## Verification Techniques Employed

- ✓ **Identity:** Unique usernames and passwords.
- ✓ **Security:** Bank-level encryption.
- ✓ **Question Bank:** Every quiz attempt includes a unique combination of questions pulled from a large pool.
- ✓ **Certificate Verification:** Certificates contain a verification code that can be checked on MyOTF.com.