



BBSM Observation Requirements

Safety and Environmental Management System

SEMS 2-14

OBSERVATION GUIDELINES

All employees will receive training on the BBSM observation program/process. This training will include the BBSM Management Program (SONOCO SEMS 2-12) which outlines why we have implemented a BBSM program, the Observations Program (SONOCO SEMS 2-13) which explains how to conduct the observations as well as providing feedback/coaching and roll play scenarios, the Observation Guidelines Program (SONOCO SEMS 2-14) which outlines requirements of the program, the BBSM Observation Card Awareness program (SONOCO SEMS 2-15) which shows the specifics of the SONOCO program and includes the meaning of each behavior and BBSM examples for employees and supervisors programs (SONOCO SEMS 2-16 & SEMS 2-17) which explains detailed step-by-step instructions on how to complete the observation forms.

1. Each employee must fill out at least one observation card per 7 days' worked (1 per week).
2. Supervisors/stewards must perform observations on a daily basis. One per shift. Supervisors may wish to alternate as observers on job sites that have two or more supervisors (day crew/night crew).
3. The observation period can be for the entire day or shift worked, a specific task being performed or following an unsafe action or event where intervention was used. The observer should perform his/her regular duties and will be responsible for making observations, completing the observation form and turning it in to the site supervisor.
4. Items not observed during the observation process shall be left blank and items that don't apply need to be identified as N/A.
5. Unsafe or at risk behaviors observed should be addressed immediately.
6. Site Supervisors/ Stewards:
 - a. Monitor the progress at each job site.
 - b. Review, analyze and discuss findings with the crew at each safety meeting or at a minimum of once per week. Immediate job shut down for a safety meeting may be warranted depending on the frequency and/or severity of at risk behaviors.
 - c. Site Supervisors/ Stewards shall send completed observation forms to the Safety Department with rig paperwork at the end of each hitch.
8. Office Managers shall review and initial all weekly observation forms and should make every effort to ensure those areas needing attention have been addressed. Forms are then submitted for data entry.
9. **Any employee can turn in an observation form at any time to the supervisor at the location or to the safety department.**
10. Any employee can observe or be observed at any time on any location.