	Behavior Based Safety Program				
Control number:	HSE-P-6	Revision date:	10/7/2024	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC#:	N/A

## PURPOSE

The primary purpose of the program is to raise awareness related to employee behaviors in the workplace through observations and feedback.

### 1.0 GENERAL

- A. Peak NDT Solutions' "Behavior Based Safety Program" was developed in order to improve employee safety performance by increasing the frequency of critical safe behaviors.
- B. Direct employee involvement with management support, shall be the basis for continuous improvement. Peak NDT Solutions shall designate the HSE Manager to execute and gather necessary information to successfully execute this program.


### 2.0 OBSERVATIONS

- A. Observations provide direct, measurable information on employee work practices, which identify both safe and unsafe behaviors.
- B. This information is then gathered and tracked in order to determine a plan of action to identify "At-Risk" behaviors and encourage safe behavior.

*Note: The quality of our observations is essential to the success.*

### 3.0 POST OBSERVATION FEEDBACK

- A. Upon completion of an observation, the observer is expected to discuss findings with the observed personnel.
- B. The observer shall:
  - Review the observation with observed employee
  - Start with a positive comment
  - Reinforce safe behaviors observed first
  - Describe and discuss what was unsafe
  - Solicit from observed employee explanation of his/her unsafe behavior with open-ended questions
  - Re-emphasize no consequence to observed employee

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#### 4.0 DATA COLLECTION & TREND ANALYSIS


- A. Peak NDT Solutions shall collect the data from each observation and input safe and unsafe behaviors into a database.
- B. Peak NDT Solutions will use a tracking and trending method so that numerical and statistical comparisons can be made over time.
- C. A trend analysis shall be completed at a minimum of once every six months.

#### 5.0 ACTION PLANNING

- A. Once trend analysis is complete, appropriate action plans must be developed to address unsafe behaviors.
- B. The action plan will include:
  - Management's support
  - Defining who is responsible for action planning
  - Evaluations of unsafe behaviors from trending analysis and prioritize as needed
  - Develop appropriate actions for unsafe behaviors based on comments and feedback from observation cards
  - Designate responsible parties and timeframes with the action plan

#### 6.0 EMPLOYEE TRAINING

- A. Peak NDT Solutions shall explain and communicate this process to all employees expected to use this process including managers, supervisor, employees and new hires.
- B. Training shall address:
  - Program objectives,
  - How to conduct the observation,
  - Proper feedback and communication,
  - How to complete the observation card, and
  - That Employees may be observed at any time.

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#### REVISION INFORMATION

This is applicable to changes made to the current version of the preceding document.

Revision Number	Description