

Job Safety Observation - Narrative Format Template

Date:	Location:	Task:
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Crew :	Temp:
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Describe Potential Hazards/Controls

Hazards/Controls

Hazards	Controls
•	•
•	•
•	•
•	•
•	•
•	•

Include Pictures where available

Describe Task:

Include additional details on the back if necessary

Recommendations:

- 1.
- 2.
- 3.
- 4.
- 5.

Observer:

Your name
Position
Dept.

Narrative Format JSO Instructions – Revised 3-2022

The JSO is the most important tool we have in trying to promote a “Zero Harm” work environment.

Consider the task to be observed:

Complete Date, Time, Crew information, etc.

Begin by identifying all known and potential hazards associated with the job as shown below List the kind of control(s) used to reduce or eliminate the hazard, i.e., Engineering control, Administrative controls, or Personal Protective Equipment (see example below for pavement cutting)

Note: The Hazards and controls listed below are for sample purposes only and not necessarily appropriate for use in all Job Safety Observations. Hazards and controls should be identified based on the task at hand.

Road work Example – cutting pavement

Hazards	Controls
<ul style="list-style-type: none">• Traffic – Struck By, Mobile Work Zone	<ul style="list-style-type: none">• Engineering Control - Amber Lights, PPE - Hi-Visibility Clothing
<ul style="list-style-type: none">• Flying Particles	<ul style="list-style-type: none">• PPE - Safety Glasses, Gloves, Long Pants/Sleeves• Engineering – Wet methods
<ul style="list-style-type: none">• Noise- Equipment	<ul style="list-style-type: none">• PPE - Hearing Protection
<ul style="list-style-type: none">• Back Injury, Strains & Sprains	<ul style="list-style-type: none">• Administrative – safe work practices
<ul style="list-style-type: none">• Breathing Hazard	<ul style="list-style-type: none">• PPE - Dust Mask
<ul style="list-style-type: none">• Fatigue	<ul style="list-style-type: none">• Safe Work Practice – Speed, substitution of hand tools

Take several pictures to document conditions or work practices.

- Describe the tasks being performed. Include information on how the controls are being used.
- Describe any deficiencies in procedure or controls.
- Describe good behavior.
- Describe conditions, i.e. weather, lighting conditions, heat, cold, etc.

Include personal observations on procedures being employed.

In short, the JSO should tell the story of the task at hand. Who, what, when, where and how of the task being performed.

Done correctly, the JSO becomes an effective tool that can be utilized in several areas.

- The JSO will first give the observer an insight as to how the jobs are being performed regarding safety and adherence to procedure.

- It will help identify areas of need such as training, equipment, or safe work practices.
- It satisfies the requirements of a hazard assessment as required by PEOSH.
- Observations can be used to describe a worker's position to a physician when trying to offer transitional duty or determine fitness for duty.
- It can be used as material for a Toolbox Talk to review the results.
- Improve morale by pointing out what is good as well as what is deficient.
- Assist in an incident investigation by identifying which controls broke down to allow the incident to occur.