

Safety Policy & Procedure Manual		Section: 1.0	Date: 10-14-2015
		Revision: 0	
Subject: Behavior Based Safety policy			

Purpose

Light Tower Rentals is dedicated to provide a safe and healthful work environment and to create a safety culture where all employees will work to promote Behavior Based Safety.

Training

Training will be provided for all new employees prior to initial assignment as well as management training and annual refresher training. Training will include:

Observation Process

- How to conduct an observation and complete an observation form.
- What the behaviors mean.
- Feedback training and role playing (mentoring and coaching).
- Awareness that employees could be observed at any time.

Feedback Process

- Review the observation with the observed employee.
- Reinforce safe behaviors.
- Describe and discuss what was unsafe.
- Solicit explanations of employee's unsafe behavior.
- Re-emphasize no consequence to observed employee.
- Re-emphasize that observations are made to protect employee's safety.

Data Collection and Trend Analysis

- All observation forms shall be submitted electronically and results will be tracked and viewed in database form, collected data will be reviewed by Safety Managers and Safety officers to determine training opportunities.
- Develop trend analysis from data collected.

Develop Action Plans

- Evaluate unsafe behaviors from trend analysis and prioritize.

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- Develop action plans for unsafe behaviors based on comments and feedback from data sheets.
- Designate responsible parties and timeframes within the action plan.
- Define who is responsible for action planning.
- Ensure management support for action plans.

Follow-up

- Define a frequency for the review of action plans.
- Assign accountability for close-out of action plans.
- Determine that action plan achieved desired goals.
- Archive action plans

Implementation

Management

- Reinforce the Behavior Based Safety Process throughout LTR.
- Be an integral part of the process of gathering and evaluating data.
- Develop and support action plans designed to reduce unsafe behaviors.

Employees

- Actively participate in the observation process and complete and turn in observation forms to Branch Safety Officers.
- Provide and expect constructive feedback to and from LTR employees.

Understand that the Behavior Based Safety Process is an effective tool to reduce workplace accidents and injuries and that we all are responsible for one another's safety.