



MAGNUM CONSTRUCTION SERVICES INC.

SAFETY OBSERVATION CARD (BEHAVIOR-BASED SAFETY PROGRAM)

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1. PURPOSE

To encourage proactive safety engagement by all Magnum Construction Services Inc. employees and subcontractors through the observation and reporting of both *safe* and *unsafe* acts or conditions in the workplace.

This program empowers workers to take ownership of safety, promote positive behaviors, and identify trends that drive continuous improvement in the company's safety culture.

2. SCOPE

Applies to all Magnum job sites, fabrication facilities, and corporate offices.

Every employee, supervisor, and subcontractor is authorized — and expected — to complete Safety Observation Cards during the course of daily work.

Observation data is compiled weekly and analyzed monthly through the **EHS Performance Dashboard**.

3. REFERENCES

- OSHA 29 CFR 1926.20(b) – Accident Prevention Responsibilities
 - ISO 45001:2018 – Worker Participation & Consultation
 - Magnum Field Safety Program (MCS-QHSE-02)
 - Corporate Safety Policy (MCS-QHSE-01)
 - EHS Performance Dashboard (MCS-QHSE-17G)
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4. OBJECTIVES

- Increase workforce participation in hazard recognition and prevention.



- Reinforce positive behaviors and teamwork in safety culture.
- Reduce incidents by identifying unsafe acts before they lead to injury.
- Track leading indicators (behavioral data) in addition to lagging indicators (incidents).

5. RESPONSIBILITIES

Role	Responsibilities
All Employees & Subcontractors	Observe, report, and submit Safety Observation Cards for both safe and unsafe behaviors or conditions.
Foremen / Supervisors	Review submitted cards daily, provide on-the-spot feedback, and initiate corrective action if required.
Site Safety Officer / EHS Manager	Record and categorize data, analyze trends, and submit monthly summary reports.
Project Manager	Ensure participation across all crews and incorporate trends into toolbox talks.
Corporate EHS Director	Review trends quarterly, issue recognition awards, and update training focus areas.

6. BEHAVIOR-BASED SAFETY CATEGORIES

A. Safe Behaviors

- ✓ Proper PPE usage
- ✓ Safe lifting and ergonomic practices
- ✓ Good housekeeping
- ✓ Use of correct tools and equipment
- ✓ Active communication and hazard awareness
- ✓ Stop Work Authority used correctly



B. Unsafe Behaviors

- ⚠ Failure to wear PPE
 - ⚠ Horseplay or distraction
 - ⚠ Improper lifting or positioning
 - ⚠ Working at height without fall protection
 - ⚠ Ignoring barricades or signage
 - ⚠ Unsafe equipment operation
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7. OBSERVATION CARD TEMPLATE

SAFETY OBSERVATION CARD – FIELD FORM

Project Name:

Location:

Date:

Time:

Observer Name (Optional):

**Crew /
Subcontractor:**

Observation Type: ☐ Safe Act ☐ Unsafe Act ☐ Safe Condition
☐ Unsafe Condition

Description of Observation:

(Be specific: what was seen, where, and under what conditions?)



Immediate Action Taken:

☐ Hazard removed ☐ Worker coached ☐ Reported to supervisor ☐ Other:

Potential Severity if Uncontrolled:

☐ Low ☐ Medium ☐ High ☐ Critical

Positive Recognition (if applicable):

☐ Safe behavior recognized ☐ Crew recognition submitted ☐ Entry for safety award

Follow-Up Required:

☐ Yes ☐ No If yes, enter **CAR ID:** _____ (links to MCS-QHSE-17C Corrective Action Register)

Supervisor Review / Verification:

Supervisor Name: _____

Signature: _____ **Date:** _____



8. DATA MANAGEMENT & TREND ANALYSIS

- Observation Cards are collected **weekly** by the Safety Officer.
- Data is entered into the **Magnum EHS Dashboard** under “Behavior-Based Safety Metrics.”
- Key metrics include:
 - Total Observations (monthly)
 - % Safe vs. Unsafe
 - % Observations Closed
 - Top 5 Unsafe Behaviors (trend report)
 - Recognition Events Logged

Monthly reports are reviewed by the **Corporate EHS Director** and shared with project leadership.

9. FEEDBACK & RECOGNITION

- Positive reinforcement is key: employees demonstrating consistent safe behaviors may receive **Safety Excellence Recognition** at weekly toolbox talks.
 - Repeated unsafe behaviors trigger **coaching sessions**, not punishment.
 - Recognition data contributes to Magnum’s **Quarterly Safety Awards Program**.
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10. RECORD RETENTION

All Safety Observation Cards, both physical and electronic, are stored for **five (5) years** in accordance with the **Records Management & Document Control Policy (MCS-ADM-04)**.



11. REVIEW AND CONTINUOUS IMPROVEMENT

Observation trends are reviewed quarterly during the **Corporate HSE Performance Review** to identify recurring hazards or behavioral gaps.

Training materials, toolbox topics, and safety campaigns are updated based on data-driven insights.

12. APPROVAL SIGNATURES

Approved By	Title	Signature	Date
Michael Gaya	Executive Director / CEO	_____	_____
Anthony Magadino	President / Managing Partner	_____	_____
Corporate EHS Director		_____	_____
