



# BBSM Observation Card Awareness

Safety and Environmental Management System		SEMS 2-15
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Attached are pictures of the SONOCO BBSM Program safety observation cards. Yellow cards are for employees and orange full page forms are for site supervisors/stewards. Examples of how to fill out each card are located in this manual in the BBSM section. Definitions of cards follows the photos in this section.

### BBSM Observation Card

<p><b>Planning Work</b>      Safe Risk N/A</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>JSA</td><td></td><td></td><td></td></tr> <tr><td>Crew Size</td><td></td><td></td><td></td></tr> <tr><td>Breaks / Rest</td><td></td><td></td><td></td></tr> <tr><td>Pacing of Work</td><td></td><td></td><td></td></tr> </table> <p><b>Body Position</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>LOF – Pinch Point</td><td></td><td></td><td></td></tr> <tr><td>Proper Lifting</td><td></td><td></td><td></td></tr> </table> <p><b>Procedure</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Knife – Cutting</td><td></td><td></td><td></td></tr> <tr><td>Chemical Use</td><td></td><td></td><td></td></tr> <tr><td>LO/TO</td><td></td><td></td><td></td></tr> <tr><td>Bloodborne Path.</td><td></td><td></td><td></td></tr> </table>	JSA				Crew Size				Breaks / Rest				Pacing of Work				LOF – Pinch Point				Proper Lifting				Knife – Cutting				Chemical Use				LO/TO				Bloodborne Path.				<p><b>PPE</b>      Safe Risk N/A</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Clothing/Jewelry</td><td></td><td></td><td></td></tr> <tr><td>Head Protection</td><td></td><td></td><td></td></tr> <tr><td>Eye Protection</td><td></td><td></td><td></td></tr> <tr><td>Hearing Protection</td><td></td><td></td><td></td></tr> <tr><td>Hand / Foot</td><td></td><td></td><td></td></tr> </table> <p><b>Food Safety</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Storage</td><td></td><td></td><td></td></tr> <tr><td>Rotation (FIFO)</td><td></td><td></td><td></td></tr> <tr><td>Cross contamination</td><td></td><td></td><td></td></tr> <tr><td>Cooking / Holding</td><td></td><td></td><td></td></tr> <tr><td>Defrosting</td><td></td><td></td><td></td></tr> </table>	Clothing/Jewelry				Head Protection				Eye Protection				Hearing Protection				Hand / Foot				Storage				Rotation (FIFO)				Cross contamination				Cooking / Holding				Defrosting				<p><b>Housekeeping</b>      Safe Risk N/A</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Obstruction</td><td></td><td></td><td></td></tr> <tr><td>Floor/Deck/Work</td><td></td><td></td><td></td></tr> <tr><td>Hazard Signs</td><td></td><td></td><td></td></tr> </table> <p><b>Tools/Equipment</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Condition</td><td></td><td></td><td></td></tr> <tr><td>Selection</td><td></td><td></td><td></td></tr> <tr><td>Proper Use</td><td></td><td></td><td></td></tr> <tr><td>Guards/Handles</td><td></td><td></td><td></td></tr> <tr><td>Storage/Placement</td><td></td><td></td><td></td></tr> </table> <p><b>Environmental</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Concerns</td><td></td><td></td><td></td></tr> </table>	Obstruction				Floor/Deck/Work				Hazard Signs				Condition				Selection				Proper Use				Guards/Handles				Storage/Placement				Concerns			
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<p>Observer name (print) _____</p> <p>Customer / Location _____</p> <p>Date _____</p>	<p>Comment or Intervention</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Steward 7 Day Observation Checklist		Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Total	
		Safe	At Risk	Safe	At Risk	Safe	At Risk	Safe	At Risk	Safe	At Risk	Safe	At Risk	Safe	At Risk	Safe	At Risk
SONOCO Planning Scheduling Work	Work Plan / JSA / Risk Assessment																
	Adequate Crew Size																
	Breaks as Needed / Adequate Rest																
	Pacing of Work																
Body Position	Line of Fire/ Pinch Points																
	Proper Lifting Techniques																
Procedures	Knife Use/Cutting																
	Chemical Use																
	Lock Out/Tag Out																
	Bloodborne Pathogens																
Personal Protective Equipment (PPE)	Clothing / Jewelry																
	Head Protection																
	Eye Protection																
	Hearing Protection																
	Hand & Foot Protection																
	Food Storage																
Food Safety	Food Rotation (FIFO)																
	Cross Contamination																
	Proper Cooking/Holding																
	Defrosting																
Housekeeping	Obstruction (walkways, stairs)																
	Floors / Decks																
	Hazard Signs																
Tools /Equipment & Material	Condition																
	Selection (right tool for job)																
	Proper Use																
	Guards & Handles																
Environmental	Storage/Placement/Securing																
	Environmental Concerns																

Total Safe Observations / Divided By / Total Observations Made = % Safe Behavior  
(Example: 20 safe observations divided by 35 total observations = .57 or 57%)

% Safe Behavior

Location/Customer



**OBSERVATION CHECKLISTS DEFINITIONS**

**PLANNING/SCHEDULING WORK**

**Work Plan / Job Safety Analysis (JSA)** – Has the work or task being performed been reviewed and communicated prior to its being executed? Observers may need to quiz associates performing the task if a JSA or written job plan is not available. If a JSA or job plan has been written for the process being observed, has the crew reviewed/signed it, and are the behaviors observed in line with that of the JSA or job plan?

**Adequate Crew Size** – Is the crew size sufficient to perform the task being observed or the job at hand? If not, has additional help been called in to assist from other areas of the SONOCO or rig/facility operations (unloading groceries, major cleaning functions, etc.)?

**Breaks As Needed / Adequate Rest** – Has sufficient time been provided for breaks? Are associates excessively over exerted and/or overheated, etc.? Has associate been provided opportunity for adequate rest? Has associate worked excessive hours beyond shift?

**Pacing Of Work, Rushing for Breaks or Deadline** – Is the speed at which the task is being performed safe, or is the pace of ongoing work in excess due to some factor such as rushing to complete task prior to break/end of shift or due to deadline, etc.?

**BODY POSITION**

**Line Of Fire / Pinch Points / Caught Between / In / On / Under** – Line of fire is the potential direction and/or area in which a force may be exerted (Hands under knife blade, fingers caught in doors, etc.). Are associates exposing themselves to such potential forces? Does the task/behavior expose associates to the potential of being pinched or caught between two or more objects? Does the behavior create the potential to get caught in an enclosure or opening, or caught on some protruding or moving object, or under some object which has the potential to fall? Is someone at risk of having their hand caught in a machine, grocery box door if the wind closes it, burned by having body exposed to a heat source or hot item, etc?

**Proper Lifting Techniques** – Are proper lifting techniques being used (Lifting with your legs and not back, etc.)? Is the lift too heavy or bulky? Should there be more help? Should we be using a mechanical lifting/moving device, such as a dolly or crane?

**PROCEDURES**

**Knife Use / Cutting** – Are associates trained according to SONOCO’s knife policy? Area knives being used, cleaned, and stored correctly? Are cutting gloves being used?

**Chemical Use** – Are we using chemicals correctly? Are they labeled and stored according to policy/regulations?

**Lock Out / Tag Out** – Have the appropriate steps been taken to ensure Lock Out/Tag Out? Have we followed all aspects of the policy?

**Blood borne Pathogens** – Have we followed all aspects of protecting ourselves from pathogens in our daily activities? Are hands being washed often, when changing task and after restroom visits? Are gloves being worn when dealing with soiled items?



**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Clothing (Including Work Vest & Jewelry)** – Are the pants of adequate length and in good condition with clean SONOCO uniform shirts being worn? NO loose or ragged clothing worn (aprons tied)? Is a work vest or hard hat required? The vast majority of Jewelry worn today should not be worn in the work place and working with food. All earrings and facial jewelry are prohibited. Rings and other jewelry shall be removed when working to prevent being caught on moving objects or come in contact with electrical circuits or food. Watches are allowed to be worn.

**Head Protection** – All personnel are required to wear a SONOCO ball cap while on duty and working with food or in housekeeping. Are hard hats in use where required?

**Eye And Face Protection** – Is suitable eye protection in use for the task being observed? Are safety glasses used when using chemicals or the food grinder?

**Hearing Protection** – Is suitable hearing protection in use when needed/required?

**Hand And Foot Protection** – Are gloves suitable for the task being performed? The majority of tasks performed in catering operations required gloves. Is steel toe safety footwear in good condition (with a non-slip sole) worn at all work locations (even indoors) while in duty? Rings should not be worn due to their potential to increase hand hazards and/or increase severity of injuries.

**FOOD SAFETY**

**Food Storage** – Are all food storage areas adequate? All food at least 6 inches above floors and in proper storage areas and containers? Freezer and cooler temperatures correct? Are all raw items on bottom in cold storage?

**Food Rotation (FIFO)** – Are groceries unloaded and put away correctly? Is all stock being rotated?

**Cross Contamination** – Are we cleaning and disinfecting our work areas to prevent contamination?

**Proper Cooking And Holding** – Are all items being cooked and held at proper temperatures before serving? Are leftovers stored and re-heated correctly? Is attention given to long stay items as snacks, sandwich trays, ice cream, and salad bars?

**Defrosting** – Are we defrosting foods correctly (No force thawing or items soaking overnight)?

**HOUSEKEEPING**

**Obstructions (Aisles, Walkways, Stairs)** – Aisles, walkways, and stairs should never be obstructed. Occasions that may require such obstructions should provide for a means of identifying the hazard and/or the elimination of access to the obstructed area.

**Floors / Decks / and/or Work Areas** – Are unnecessary obstructions placed on and/or allowed to remain on floors, decks, or work areas? Is good housekeeping a part of the behavior observed at the work site?

**Hazard Signs** – Are we putting up barriers and signs when performing our task to keep unauthorized personnel from entering and becoming injured?



BBSM

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## TOOLS AND EQUIPMENT

**Condition** – Are the tools and equipment in good condition? This includes tools or equipment in use or that are available on the job site.

**Selection (Right Tool Being Used)** – Is the appropriate tool being used for the job? Are the tools and equipment designed for that specific task being used?

**Proper Use** – Are the tools and equipment being used properly and in accordance with established policy and guidelines?

**Guards And Handles** – Are guards and handles designed for tools and equipment in place and in use?

**Storage / Maintenance / Placement** – Are tools, equipment, and materials stored in an effort to reduce potential damage, maintained in an appropriate manner, stored and/or placed with housekeeping in mind and properly secured in place as needed (Knife storage, cutting board in racks, chemicals stored separately, etc.)?

## ENVIRONMENTAL

**Environmental Concerns** – Are associates demonstrating genuine concern for the environment? Are there spills of any nature? Is all waste handled appropriately (Food scraps, trash from galley and quarters, as well as chemical use/abuse)?