

BEHAVIOR-BASED SAFETY (BBS) METHODOLOGY, IMPLEMENTATION AND MONITORING PROCEDURE



Progress with Eco Balance

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CHAPTER-1

BBS METHODOLOGY

1.1. INTRODUCTION

Behavior-Based Safety (BBS) is a safety management approach that focuses on the behaviors of individuals in the workplace as a means to reduce accidents and improve safety performance. BBS emphasizes the idea that most workplace accidents are caused by unsafe behaviors rather than unsafe conditions. Therefore, by identifying and modifying these behaviors, organizations can enhance safety outcomes.

At the heart of BBS is the belief that safety is a shared responsibility, and that employees at all levels must be actively engaged in the safety process. Through regular observations, feedback, and positive reinforcement of safe behaviors, BBS encourages individuals to take ownership of their own safety and the safety of their colleagues.

This approach not only helps in preventing injuries but also promotes a culture of safety, where employees are continuously mindful of safe practices and are motivated to adhere to safety protocols. Behavior-Based Safety aligns the goals of improving both individual and organizational safety performance, ensuring that safe behaviors become a natural part of everyday work activities.

1.2. OBJECTIVE OF BEHAVIOR-BASED SAFETY

- **Reduce Workplace Injuries and Accidents:** The main goal of BBS is to lower the number of injuries and accidents by addressing unsafe behaviors that cause them.
- **Promote a Safety-Oriented Culture:** BBS aims to create a work environment where safety is a top priority, and all employees are committed to safe practices.
- **Encourage Active Employee Participation:** It seeks to involve all employees in the safety process, making them actively responsible for observing and improving safety behaviors.

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- **Improve Safe Behavior Consistency:** BBS works to make safe behaviors a consistent part of daily routines by regularly observing and reinforcing them.
- **Enhance Communication on Safety Issues:** BBS encourages open dialogue between employees and management to address safety concerns and improve safety practices.
- **Identify and Correct Unsafe Behaviors:** The objective is to spot unsafe actions before accidents occur and provide immediate feedback to correct them.
- **Support Continuous Safety Improvement:** BBS promotes ongoing evaluation and improvement of safety practices to continually enhance the workplace's safety performance.
- **Strengthen Accountability and Ownership:** BBS encourages employees to take personal responsibility for their own safety and the safety of others.
- **Achieve Compliance with Safety Standards:** One goal is to ensure that all employees consistently follow safety regulations and organizational safety standards.
- **Create Long-Term Safety Benefits:** BBS aims to create lasting improvements in safety that reduce risks and sustain a culture of safety over time.

1.3. BENEFITS OF BEHAVIOR-BASED SAFETY

- **Reduction in Accidents and Injuries:** BBS helps identify and change unsafe behaviors, leading to fewer workplace accidents and injuries.
- **Improved Safety Culture:** It fosters a culture where safety is prioritized, encouraging employees to be mindful of safe practices.
- **Increased Employee Involvement and Engagement:** BBS involves employees in safety efforts, empowering them to take responsibility for their own and others' safety.
- **Cost Savings:** Fewer accidents and injuries lead to reduced medical costs, workers' compensation claims, and downtime, resulting in financial savings.
- **Enhanced Communication and Teamwork:** Regular safety observations and feedback improve communication between employees and management, promoting teamwork.
- **Continuous Improvement:** BBS encourages ongoing review and refinement of safety practices, ensuring consistent progress in safety performance.

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- **Positive Reinforcement of Safe Behaviors:** Recognizing and rewarding safe behaviors motivates employees to continue following safety protocols.
- **Improved Compliance with Safety Standards:** Regular monitoring and feedback ensure that safety guidelines and regulations are consistently followed.
- **Reduction in Unsafe Behavior:** Through continuous observation and correction, BBS reduces unsafe behaviors, minimizing risk.
- **Sustainable Safety Improvements:** BBS promotes long-term safety practices, creating lasting improvements in workplace safety.

1.4. BEHAVIOR-BASED SAFETY METHODOLOGY

- **Program Introduction and Buy-in (Initial Planning Phase)-** Establish a foundation for the BBS program by securing leadership support and engaging key stakeholders.
 - **Engage Leadership:** Conduct meetings with senior leadership to explain the importance of BBS, its potential impact on safety, and its alignment with the company's broader safety goals. Leadership buy-in is critical to the program's success.
 - **Identify Stakeholders:** Work with the client to identify key stakeholders (safety managers, supervisors, department heads, etc.) and form a steering committee to guide the implementation process.
 - **Define Objectives:** Work with the client to set clear, measurable goals for the BBS program (e.g., reduce injuries by 20%, increase safety observation participation by 30%).
 - **Communication Strategy:** Develop a clear communication plan to inform all employees about the purpose of the BBS program and the expected role of each individual.

ACTION PLAN-

1. Formation of Steering Committee

- After consulting with the client, we will propose the composition of the steering committee based on the number of employees available.
- In the first meeting, we will establish the steering committee and, in the second meeting, appoint the committee leader.

2. Finalize Program Objectives

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- After discussions with the client, we will propose both lagging and leading indicators for safety performance.
- In the initial phase, select 2-4 key objectives to achieve within the first year. These will be finalized after discussions with the client.

3. Communication Strategy

- Discussion with the client to define different employee levels and identify appropriate training and communication tools.

➤ **Baseline Assessment and Safety Culture Evaluation** - Understand the current safety culture, behaviors, and performance metrics to identify areas for improvement.

- **Safety Data Review:** Analyze existing safety data such as injury reports, near misses, incident investigations, and safety audits to identify trends and high-risk areas.
- **Safety Culture Survey:** Conduct surveys or interviews with employees to assess attitudes toward safety, safety practices, and perceptions of current safety efforts.
- **Behavioral Observations:** Conduct initial baseline observations (through walk-throughs, interviews, or site visits) to identify common unsafe behaviors.
- **Gap Analysis:** Perform a gap analysis to compare current safety performance against desired safety outcomes, identifying areas where BBS can have the greatest impact.

ACTION PLAN-

1. Discussion with the client to obtain baseline data on safety accidents and incidents. Based on this information, we will propose a methodology to address gaps and improve safety performance.

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- **Program Design and Customization-**Develop a BBS program based on client needs, focusing on specific behaviors and safety risks.
 - **Behavior Identification:** Collaborate with the client to identify critical safety behaviors that need to be observed. Categorize behaviors into safe behaviors (to be reinforced) and at-risk behaviors (to be corrected).
 - **Observation Process Design:** Design the process for safety observations:
 - Who will conduct the observations (e.g., peers, supervisors, safety representatives)?
 - How observations will be recorded (e.g., paper forms, mobile apps, or software).
 - The frequency and scope of observations (e.g., daily, weekly, across different departments).
 - **Feedback Mechanism:** Implement a supportive feedback process. Employees who demonstrate safe behaviors should be recognized and reinforced with positive feedback (e.g., verbal praise, rewards). For those displaying at-risk behaviors, provide constructive feedback and coaching aimed at guiding improvement and promoting safer practices.
 - **Data Collection and Analysis Tools:** Select or develop tools to collect and analyze observation data (e.g., spreadsheets, BBS software). Ensure that the data can be used to track trends, monitor progress, and identify areas for improvement.

ACTION PLAN-

1. Discuss with Client Regarding Employee Level
2. Discuss with Client for design a process for the Behavior Identification, Observation Process Design, Feedback Mechanism & Data Collection and Analysis Tools

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- **Training and Awareness Programs-** Ensure that all stakeholders are equipped with the knowledge and skills to successfully implement the BBS program.
 - **Management and Leadership Training:** Provide training to senior management and supervisors on the principles of BBS, the importance of their involvement, and how they can support the program.
 - **Employee Training:** Deliver training sessions for employees on:
 - How BBS works and how they can participate in observations and feedback.
 - How to conduct safe and effective observations (if they are to be involved).
 - The importance of reinforcing safe behaviors and addressing at-risk behaviors.
 - **Training Materials:** Develop training materials such as handouts, videos, or e-learning modules to ensure consistent messaging.
 - **Kickoff Meeting:** Host a company-wide meeting or series of meetings to launch the program and generate excitement and commitment from all employees.

ACTION PLAN-

1. Propose Training Planner

- We will propose a training plan that includes four levels of training, which will be finalized in consultation with the client:
 - **Level 1:** General Management and above
 - **Level 2:** Assistant Managers to Senior Managers
 - **Level 3:** Officers to Executives
 - **Level 4:** Supervisors, Operators, and Technicians
- After finalization, we will submit the completed training planner to the client.
- We will Train the Trainers who will be responsible for delivering the BBS training across all levels.
- Finalize Training Planner with Client

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➤ **BBS Program Implementation-** Implement the BBS program organization-wide

- **Expand to All Areas:** Ensure that all departments and workgroups are included in the BBS program.
- **Maintain Employee Engagement:** Use communication strategies (e.g., safety meetings, bulletin boards, newsletters) to keep employees informed and engaged throughout the program.
- **Ongoing Monitoring:** Continue collecting observation data, monitoring trends, and assessing the effectiveness of the program. Use regular safety meetings or check-ins to discuss progress.
- **Recognition and Incentives:** Develop a system for recognizing and rewarding safe behavior, which could include safety awards, public recognition, or other incentives.

ACTION PLAN :-

Discussion with Client and Proposal for System Expansion:

1. to design a system that facilitates the scaling of the BBS program across all departments and areas of the organization.
2. to sustain employee engagement throughout the program's implementation
3. to develop a framework for continuous monitoring of the program's progress
4. to design a system of recognition and incentives to reward employees for their participation in safe behaviors and for achieving program objectives.

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- **Continuous Improvement and Sustainability**- Ensure the ongoing success and sustainability of the BBS program.
 - **Ongoing Data Analysis:** Regularly analyze safety observation data to identify trends, opportunities for improvement, and areas of focus.
 - **Periodic Reviews:** Conduct periodic reviews (quarterly or annually) with leadership and stakeholders to evaluate the program's effectiveness and make adjustments if necessary.
 - **Refresher Training:** Offer refresher training to ensure all participants remain engaged and understand any updates or changes to the program.
 - **Sustain Program Momentum:** Implement a long-term strategy to keep the program active, such as incorporating it into the company's overall safety culture, conducting regular safety awareness campaigns, and recognizing individuals who contribute significantly to safety improvements.

ACTION PLAN-

Discussion with Client and Proposal for System Implementation:

1. to propose a system for continuous data analysis
2. to develop a process for conducting regular reviews of the BBS program's effectiveness
3. for periodic refresher training sessions to keep employees engaged and up-to-date on safety practices
4. to create strategies for maintaining long-term program momentum.

1.5. PROJECT DELIVERABLES

Table 1 BBS Program Document Deliverables

Sr. No.	Document Deliverable
1.	Executive Summary
2.	BBS Guideline - BBS Methodology
3.	Safety Observation Report Format

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4.	Safety Observation Status Format
5.	Safety Observation Closeout Format
6.	BBS Training PPT
7.	Do's and don't booklet
8.	Display board contents
9.	WhatsApp Circulation for BBS promotion
10.	BBS Program Plan and Schedule
11.	Any other with the discussion with client

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CHAPTER-2

BBS IMPLEMENTATION PROCEDURE

The **Behavior-Based Safety (BBS)** implementation procedure outlines the steps required to establish and maintain an effective safety observation program within an organization. This process emphasizes employee involvement in identifying unsafe behaviors, implementing corrective actions, and creating a proactive safety culture. Below is a description of each step involved in the procedure:

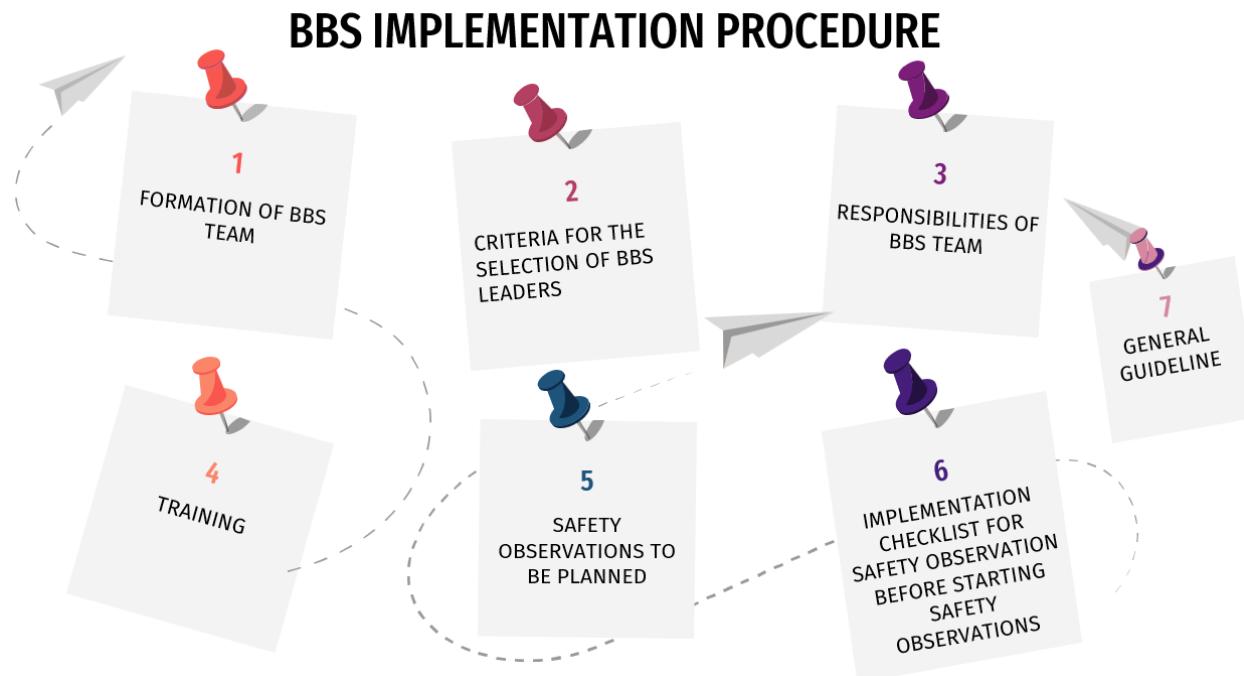


Figure 1BBS Implementation Procedure

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2.1. FORMATION OF BBS TEAM

- Select one BBS Leader from each of the following departments:
 - One from each Plant
 - Store/Commercial/Purchase
 - Maintenance (one each from mechanical, electrical, instrumentation)
 - HR/Accounts/Admin
- Select one specialized BBS Leader for the following activities:
 - Data management (Preferably from IT)
 - RCA Coordinate (Preferably from Safety)
 - Training Coordinator, Appreciation & Reward Coordinator (Preferably from HR)
 - Management of Display Boards and Videos

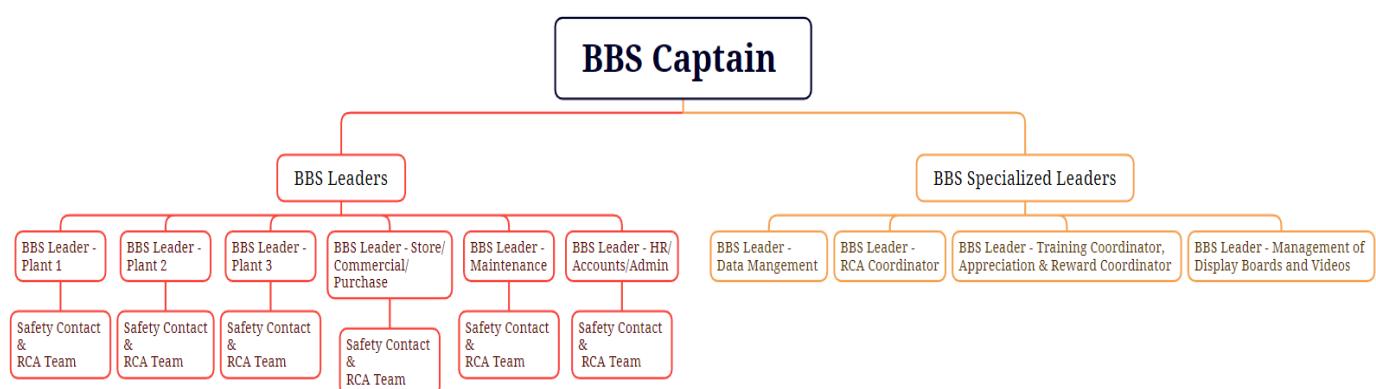


Figure 2 BBS Team

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2.2. CRITERIA FOR THE SELECTION

2.2.1. Criteria for BBS leader selection :

- **Safety Experience:** The candidate should have experience in the specific safety protocols of their department, including knowledge of both general and department-specific safety standards.
- **Familiarity with Safety Tools:** Understanding of safety management systems, observation tools, and reporting mechanisms used in the department and plant-wide.
- **Operational Experience:** BBS Leaders should have practical experience working within their department to understand the day-to-day safety challenges employees face.
- **Leadership Ability:** The candidate should possess leadership qualities, including the ability to guide and motivate others to prioritize safety in their work.
- **Effective Communication:** Strong communication skills are needed to relay safety expectations clearly, provide feedback, and promote safety awareness across the department.
- **Training Experience:** The candidate should be able to conduct safety training sessions for their department, ensuring that all team members are knowledgeable about behavior-based safety techniques and principles.
- **Ability to Learn:** The candidate should demonstrate a willingness and ability to continuously learn.
- **Proactive approach:** A proactive mindset is essential. The BBS Leader should anticipate safety concerns before they arise and take preventative measures.

2.2.2. Criteria for specialized BBS leader selection :

- **Data Management -**

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- **Experience/Expertise in Data Management:** Skilled in managing large datasets (whether expert, highly skilled, familiar, or capable of learning quickly).
- **Attention to Detail:** Strong ability to ensure data accuracy, consistency, and completeness in safety reports and observations
- **Reporting Ability:** Experience in preparing comprehensive safety reports and presenting data to leadership, showing clear analysis and actionable recommendations.
- Comfort with using software and data analysis tools (e.g.,SAP, Excel) for effective data tracking and reporting.
- **Effective Communication:** Strong communication skills are needed to relay safety expectations clearly, provide feedback, and promote safety awareness across the department.

- **RCA Coordinator-**

- **Experience or Familiarity with Root Cause Analysis (RCA):** Ability to lead and conduct root cause analysis, ideally within a safety context.
- **Problem-Solving Skills:** Strong analytical and problem-solving skills to identify and address the root causes of safety incidents, rather than just treating the symptoms.
- **Facilitation Skills:** Ability to facilitate RCA sessions with cross-functional teams, ensuring that all perspectives are considered and contributing to a thorough investigation.
- **Strong Communication:** Ability to effectively communicate RCA findings and action plans to both frontline workers and senior management.

2.2.3. Training Coordinator, Appreciation & Reward Coordinator-

- **Training calendar planning:** Plan and execute training calendars to ensure timely and effective training delivery.

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- **Execution Programming Experience:** Proven ability to plan, coordinate, and execute programming activities effectively, ensuring successful implementation and delivery of training or operational programs.
- **Excellent Communication Skills:** Ability to deliver engaging and clear training sessions
- **Ability in Reward Programs:** Experience in designing and implementing employee appreciation and reward systems that recognize individuals or teams for outstanding performance.
- **Event Coordination:** Ability to organize and coordinate safety events, training sessions, and reward ceremonies that create a positive, safety-focused atmosphere.
- **Connecting People Through Various Tools:** Ability to effectively connect and engage individuals using a variety of communication and collaboration tools, enhancing interaction and teamwork across different platforms.

2.2.4. Management of Display Boards and Videos

- **Creative Skills:** Ability to create visually engaging content that captures attention and promotes safety awareness across the organization.
- **Organizational Skills:** Proficiency in organizing and maintaining display boards and video content in prominent locations, ensuring they are regularly updated with relevant information.
- **Communication and Collaboration:** Strong communication skills to coordinate with various departments and teams to ensure content on display boards and videos aligns with ongoing safety initiatives and messages.

2.3. RESPONSIBILITIES OF BBS TEAM

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2.3.1. Responsibilities of BBS Captain-

- **Lead the BBS Program:** The BBS Captain is responsible for overseeing and leading the BBS program, ensuring its alignment with organizational safety goals.
- **Coordinate with Teams:** Collaborate with other BBS leaders, BBS Specialized leaders, and department heads to ensure consistent and effective safety practices across the organization.
- **Set Safety Goals:** Establish and communicate clear safety objectives for the organization and ensure all teams are working toward achieving them.
- **Planner: Monthly Safety Plan Preparation and Circulation:** Responsible for preparing and circulating the monthly safety plan, ensuring all key activities, training sessions, and initiatives are clearly outlined. Ensure timely distribution to employees for effective coordination and execution of safety-related tasks.
- **Monitor Safety Observations:** Ensure the Safety Contact Team conducts regular safety observations, root cause analysis (RCA), close-outs, awards, rewards, and training. Ensure that any unsafe behaviors or conditions are promptly documented and addressed.
- **Collect and Analyze Data:** Oversee the collection of safety data, including observation results, incident reports, and safety performance metrics. Analyze this data to identify trends and areas for improvement.
- **Review program:** Conduct monthly reviews of safety programs to assess their effectiveness and progress.

2.3.2. Responsibilities of BBS leader- The BBS Leader will be responsible for the following tasks:

- **Scheduling of Safety Contact Team:** Ensure that safety observation activities are scheduled regularly and that the Safety Contact Team is assigned specific shifts or tasks.

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- **Conduct Training:** Organize and conduct safety training sessions for team members to ensure proper observation techniques, safety protocols, and behavior-based safety practices.
- **Root Cause Analysis:** Analyze data from safety observations and incidents to identify root causes of safety issues. Develop and implement corrective actions to improve safety performance.
- **Monitor and Track Safety observation records:** Collect, analyze, and report safety observation, including behavioral observations, incident reports, and corrective actions.
- **Facilitating Two-Way Communication:** Share information received from the captain, other BBS leaders, and specialized leaders with the Safety Contact Team and other plant employees.
- **Data Sharing:** Provide safety observation data to the BBS captain, other BBS leaders, and specialized leaders from their respective Safety Contact Teams.
- **Displaying Monthly Status:** Ensure the monthly status of safety observations and achievements is displayed on the plant notice board for visibility.
- **Participation in Close-Out Audits:** Participate in close-out audits of safety observations to ensure that corrective actions are properly implemented and completed.
- **Implement the Safety Elements Checklist:** Take responsibility for the creation, implementation, and continuous improvement of the safety elements checklist to ensure all safety protocols are being followed.
- **Close-Out Audits:** To plan and depute their team for close out audit as per BBS captain instructions.

2.3.3. Responsibilities of specialized BBS leader

- **Data Management (Preferably from IT Department)-** The Specialized BBS Leader is responsible for overseeing the collection, organization, and analysis of safety observation data. Key duties include:

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- Ensuring accurate and consistent documentation of safety observations and incidents.
- Maintaining a centralized database for all safety-related data.
- Analyzing data to identify trends and areas for improvement in safety practices.
- Generating reports on safety performance for review by BBS Leaders and BBS Captain.
- Oversee the sharing of data and information through screen sharing, screensavers, and other collaboration tools to ensure seamless communication and access across teams.
- RCA Coordination (Preferably from Safety Department)** - The Specialized BBS Leader will coordinate the Root Cause Analysis (RCA) process, ensuring that safety issues are thoroughly investigated and addressed. Key duties include:
 - Collaborating with relevant teams to facilitate RCA sessions for safety incidents.
 - Identifying the root causes of safety issues and implementing corrective actions.
 - Ensuring corrective actions are tracked and resolved in a timely manner.
 - Reporting the outcomes of RCA investigations to BBS leaders and BBS Captain.
- Training Coordinator, Appreciation & Reward Coordinator (Preferably from HR Department)**
 - Organizing training sessions for employees after discussing with BBS leaders and BBS Captain .
 - Prepare training Matrix, monthly training planner

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- Prepare Training Objective Questions: Develop clear and relevant objective questions that align with the training content to assess participants understanding.
- Ensure the evaluation of classroom training both before and after the session to assess learning outcomes and effectiveness.
- Monitoring and evaluating the effectiveness of training programs.
- Updating training materials and resources as needed.
- Sharing the Pre and Post evaluation data to the respective BBS leader.
- Designing and implementing recognition and reward systems to celebrate safety milestones.
- Circulation and Display of Program Photos: Ensure the circulation and display of program photos at prominent locations to increase visibility and engagement.
- Promoting a culture of safety by acknowledging the efforts and achievements of individuals and teams.

- **Management of Display Boards and Videos**

- Design and update content for display boards and videos to communicate safety messages.
- Ensure placement of display boards and videos in visible locations for maximum engagement.
- Maintain and monitor display systems to ensure they are current and functional
- Evaluate the effectiveness of display content and make adjustments as needed.

2.3.4. Responsibilities of safety contact team- The Safety Contact Team is responsible for conducting safety observations within the plant.

- **Walkthroughs:** Regularly walk through different areas of the plant to observe employee behavior, work processes, and potential safety hazards.

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- **Focus Areas:** Pay particular attention to high-risk activities such as machine operation, lifting, chemical handling, and confined space entry.
- **Identify Unsafe Behaviors:** Look for unsafe behaviors, unsafe acts, or any conditions that may pose a risk to health and safety.
- **Discuss Hazards:** When unsafe behaviors or conditions are observed, politely and professionally discuss them with employees to ensure understanding and corrective actions.
- **Encourage Participation:** Encourage workers to speak up about safety concerns and participate in the safety observation process.
- **Report Findings:** Document and report any unsafe behavior or conditions observed, using a standardized format for consistent reporting.
- **Reporting Mechanism:** Submit the observation records to the BBS leader for further action.
- **Track Action Items:** Follow up on the implementation of corrective actions, and verify that the issues identified during safety observations are addressed.
- **Re-Evaluations:** Conduct re-evaluations of the affected areas to confirm that safety improvements have been made and are sustained.
- **Close-Out Audits:** Conduct cross-departmental audits to ensure all aspects of the Safety observations are completed, compliant, and aligned with set standards.

2.3.5. Responsibilities of RCA team

- **Incident Analysis:** Review and analyze the details of safety incidents, near misses, or accidents.
- **Data Collection:** Gather all relevant data, including witness statements, equipment logs, incident reports, and photos.
- **Use of Methodologies:** Apply proven analysis techniques (e.g., 5 Whys, Fishbone Diagram, Failure Mode and Effect Analysis) to investigate the incident and identify the root cause.

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- **Develop Corrective Actions:** Identify and recommend actions that address the root cause of the incident (e.g., process changes, training improvements, equipment repairs).
- **Preventive Actions:** Propose preventive measures to avoid similar incidents in the future (e.g., updated procedures, better safety controls, enhanced monitoring).
- **Track Results:** Monitor the results of corrective actions to ensure that the root cause has been addressed and similar incidents do not reoccur.
- **Incident Reports:** Prepare detailed reports documenting the incident, root cause analysis, corrective actions, and preventive measures.
- **Management Communication:** Present findings and recommendations to their BBS leader management and relevant teams, ensuring alignment with organizational safety goals.
- **Employee Awareness:** Share the outcome of the RCA process with employees and highlight lessons learned to prevent future incidents.

2.4. TRAINING

2.4.1. Preparation of training matrix

- Define training tools to be used for different level of employees

Table 2 Training Matrix

Employee Levels	Method of Delivery					
	Emails	Classroom	Board Display	WhatsApp	Videos in Canteen	Toolbox Talks
DGM and Above						
Managers						

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Executives and Officers						
Supervisors, Technicians & Operators						

2.4.2. Preparation of annual training planner

- Create a year-long training schedule, ensuring all required topics and employee levels are covered.
- Coordinate with department heads to incorporate specific training needs and ensure timely execution of training programs.

2.4.3. Preparation of monthly training planner

- Break down the annual plan into a detailed monthly schedule, specifying training dates, venues, and responsible trainers.
- Track and adjust the plan as necessary to address emerging needs or changes in the organization.

2.4.4. Preparation of classroom training procedure

- Develop a structured procedure for classroom-based training to ensure consistency and effectiveness across all sessions.
- Define the roles of trainers, participants, and support staff, and outline the flow of the training session.
- **Objective Questionnaire:** Prepare questionnaires for each training topic to evaluate participants' knowledge before and after the session. This helps assess the effectiveness of the training and measure learning outcomes.
- **Pre-Training Evaluation:** Conduct a pre-training evaluation to assess the initial knowledge and skills of participants.
- **Post-Training Evaluation:** Post-training evaluation to measure improvements in knowledge, skills, and understanding of the training material.

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Table 3 Training Evaluation and Action Plan Based on Participant Performance

No. of participant	Mark	Remark
Less than 75%	Less than 75%	Conduct re-training of all participants, improve training quality and content.
-	Less than 75%	Re-training for all participants who score less than 75%
More than or equal to 75%	More than or equal to 75%	Successful training, continue with current approach.

2.5. SAFETY OBSERVATIONS TO BE PLANNED FOR THE FOLLOWING SAFETY ELEMENTS

:-

- **PPE (Personal Protective Equipment)**- Ensure that employees are using the appropriate PPE based on their tasks and the hazards present in their work environment.
- **Material Handling** - Verify that employees are handling materials correctly and safely to avoid injuries.
- **SOP (Standard Operating Procedures)**- Ensure that employees are adhering to SOPs for various tasks, promoting safety and operational efficiency.
- To confirm from prem sir
- **Life Safety Rule** - Ensure that employees are following life safety rules designed to protect their well-being in emergency situations.

2.6. IMPLEMENTATION CHECKLIST FOR SAFETY OBSERVATION BEFORE STARTING SAFETY OBSERVATIONS:

The sample is given below for PPEs

- Define minimum inventory level for PPE.
- Ensure cupboards are designated and organized to store PPE.
- Maintain a safety stock register in all plants.
- Develop a process flow diagram (PFD) for the issue of PPE from store to plant (including handling of used PPEs).

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- Create a PFD for the issue of PPEs from plant to employees.
- Install helmet hangers in key locations (conference room, canteen, security gate).
- Display minimum mandatory PPE requirements at each plant and department entry (using display boards).
- Develop and maintain a PPE matrix for all departments, operations, and processes.

2.7. GENERAL GUIDELINE

- Safety observation should be by cross-department

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CHAPTER-3

BBS MONITORING PROCEDURE

3.1. Monthly BBS Planning and Communication Checklist for BBS Captain

The BBS Captain will provide the following details to the BBS Leader by the 25th of the current month, in preparation for the next month:

1. Number of Safety observations to be done
2. RCA target along with the schedule
3. Number of trainings to be conducted
4. Contents for display boards and safety videos
5. Winners and appreciation letters from the previous month (to be shared one week before the award ceremony)
6. Scheduling for the award and re-award function for the upcoming month
7. Any other relevant communication to the team

3.2. BBS Leader Monthly Preparation and Communication Guidelines

BBS leaders will communicate the following to their team by the 30th of the current month, in preparation for the next month:

1. Safety Observations Targets
2. RCA targets
3. Date of the award function
4. Any other relevant communication
5. Schedule

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3.3. Procedure 1: Safety Observations and Recommendation Tracking

This procedure outlines the steps for conducting, recording, and tracking safety observations, as well as the process for closing recommendations and acknowledging achievements at the end of the month.

1. Target Communication:

- By the 25th of the current month, the **BBS Captain** will provide the target number of safety observations to the **BBS Leader** for the upcoming month.

2. Schedule Preparation:

- The **BBS Leader**, in consultation with the **Safety Contact Team**, will prepare the safety observation schedule.
- The schedule will be shared with the **Safety Contact Team** and their **HODs** by the 30th of the current month for the upcoming month.

3. Conduct Observations:

- The **Safety Contact Team** will carry out safety observations, documenting recommendations and identifying the responsible person to close each recommendation (if applicable).
- The **Safety Contact Team** will then share the observations and recommendations with the **BBS Leader**.

4. Data Entry:

- The **BBS Leader** will enter the safety observations in the designated register, following the prescribed format, and will send the data to the **Data Management Leader**.

5. Data Management:

- The **Data Management Leader** will enter the safety observation data into the database, using the assigned serial tracking number.
- The **Data Management Leader** will then share the serial number with the **BBS Leader** for tracking.

6. Recommendation Closure:

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- The **Data Management Leader** will send open recommendations to the responsible individuals and their **HODs** to ensure the recommendations are addressed and closed.

7. Weekly Status Updates:

- The **Data Management Leader** will provide a weekly update on the status of open and closed recommendations to the **BBS Leader**.

8. Monthly Summary Report:

- On the 1st of each month, the **Data Management Leader** will share a monthly summary report. The report will include:
 - Open recommendations from the previous month.
 - New recommendations generated in the previous month.
 - Closed recommendations from the previous month.
 - Any remaining open recommendations.

9. Winner Announcement:

- At the end of the month, after consulting with the **BBS Leader**, the **BBS Captain** will announce the winners.
 - Winners can be selected based on various criteria, such as the highest number of observations, quality, impact on the maximum number of employees, severity of issues, or any other relevant category.

3.4. List of Formats to be Shared:

1. Captain's Monthly Planner to BBS Leader
2. BBS Leader's Monthly Planner to Contact Team and Their HODs
3. Safety Observation Format
4. Data Management Format
5. Observation and Recommendation Tracking Format
6. RCA (Root Cause Analysis) Tracking Format
7. Monthly Summary Report