

# CSTP WORKPLACE Observation Checklist



<b>Employee Name</b>			<b>DOB (dd/mm/yyyy)</b>	
<b>Contact Details</b>	<b>Phone</b>		<b>Email</b>	
<b>Current Employer</b>			<b>Employee ID #</b>	
<b>Site/Operator of facility</b>			<b>Vantage POB #</b>	
<b>Observation Start date</b>			<b>Observation Finish Date</b>	

<b>Observer Details</b> <i>Note: All Observations must be conducted in accordance with the <a href="#">CSTP Workplace Observation Guidance</a>:</i>	<b>Observer 1</b>	<b>Name:</b>	
		<b>Organisation:</b>	
	<b>Observer 2</b>	<b>Name:</b>	
		<b>Organisation:</b>	
	<b>Observer 3</b>	<b>Name:</b>	
		<b>Organisation:</b>	

NOTE: This Checklist is to be retained by the employer, the CSTP applicant and the Observer and to be made available to the CSTP Independent Reviewer if requested.

- For Further information on CST program, please visit:

<http://www.cstp.com.au>

- For further information on CSTP Workplace Observations, please visit:

<http://www.cstp.com.au/workplace-observations>

# CSTP WORKPLACE Observation Checklist



CSTP Safety Behaviours	Core Safety Behaviours	Observable behaviours	Performance Outcomes			
			S – satisfactory NYS – not yet satisfactory			
			Observation 1		Observation 2	
			Initials	Date	Initials	Date
<b>Work Practice</b>	<b>Work Preparation</b>	Obtain & Complies with Permits				
		Contributes to JHA's				
		Follow Procedures				
		Places signs and barriers				
		Selects and wears correct PPE				
		Obtains and complies with MSDSs				
	<b>Hazard Control</b>	Identifies hazards of the task and surrounds				
		Applies control mechanisms				
		Reports hazards				
	<b>Technical Skills</b>	Selects correct tools and equipment				
		Uses correct tools; equipment and techniques				
		Checks fit for purpose status of tools and equipment				
		Maintains tools and equipment				
	<b>Manage work environment</b>	Manages Lock out and Tag out processes				
		Monitors environment to identify changes				
		Maintains good housekeeping				
	<b>Personal Safety</b>	Follows work instructions				
		Seeks advice when required				
		Offers assistance when required				
	<b>Emergency Preparedness</b> SS	<b>Emergency Preparedness</b>	Is familiar with location and use of emergency equipment and exits			
Is familiar with ER procedure (eg: muster..)						
Follows instructions in Emergency situation						

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			S – satisfactory NYS – not yet satisfactory			
			Observation 1		Observation 2	
Initials	Date	Initials	Date			
Interpersonal Skills	Interpersonal Skills	Consults and communicates with other on safety matters				
		Communicates with others when undertaking work tasks to maintain safety				
		Advises others when potential unsafe situation arise				
		Interacts with others for the conduct of work coordination				
Safety Culture	Safety Culture	Actively Participates in Safety Management activities				
		Encourages others to act and work safely				
		Maintains awareness of work environment and personal safety				
		Reports unsafe practices				

Observation Outcome:	
Employee safe work behaviours are:	Satisfactory <span style="margin-left: 200px;">Not Yet Satisfactory</span>
Comments:	

Signature Panel	
Observer 1: Name and Signature	
Observer 2: Name and Signature (if applicable)	
Observer 3: Name and Signature (if applicable)	
CSTP Applicant: Name and Signature	