

# OPS-SC-0005

## Safety Audit and Observation Policy

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|                                                                                                                                                                                                                    |            |                |             |                             |
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## 1 Purpose

The purpose of this procedure is to proactively prevent workplace incidents and injuries by promoting engagement, coaching, and behavioral awareness in the field. Through real-time observation and trending of safe versus unsafe practices, the program identifies and corrects hazards as they arise. By reviewing workplace conditions and behaviors, it gathers actionable data to enhance safety awareness, strengthen communication, and foster a culture of shared responsibility.

This Safety Observation Program functions as a structured process that relies on coordinated engagement, coaching, and trending of safe and unsafe behaviors. The program requires active collaboration and communication between the employees, contractors, and subcontractor personnel to ensure hazards are identified, addressed, and continuously improved across all field operations.

## 2 Scope

This procedure applies to all employees, contractors, and subcontractors involved in field operations. It outlines the expectations for implementing and maintaining a Safety Observation Program, including weekly crew-level observations, daily site visits, and monthly leadership engagement.

The scope encompasses the responsibilities of Contractor Safety Representatives, Field Supervisors, and Management in identifying and correcting unsafe behaviors, promoting safe practices, and fostering a collaborative safety culture. It also includes the requirement to submit monthly reports summarizing observations, coaching efforts, incident data, and safety trends to Ampirical's designated representatives. All personnel must follow this procedure and report any incidents and subsequent investigations to Ampirical for review and approval.

## 3 Definitions

### 3.1 Audit

- A planned, documented evaluation that measures an organization's safety programs, policies, and practices. Its purpose is to verify compliance with regulatory requirements, assess the effectiveness of existing safety management systems, and identify areas for improvement and non-compliance.

### 3.2 Contractor

- An external organization or individual engaged to perform work or provide services at the job site. Contractors are responsible for implementing and maintaining the Safety Observation Program in accordance with this procedure.

### 3.3 Subcontractor

- A third party hired by the Contractor to perform specific tasks or services. Subcontractors are expected to comply with the Contractor's Safety Observation Program and participate in safety-related activities.

**3.4 Safety Observation Program**

- A structured process for identifying, documenting, and addressing safe and unsafe behaviors and conditions in the field. The program includes proactive coaching, trending analysis, and engagement at all levels to prevent incidents and promote a culture of safety.

**3.5 Field Supervisor**

- A Contract employee responsible for the daily oversight of field operations. Field Supervisors are required to conduct weekly safety observations and engage with crews to reinforce safe behaviors and correct unsafe practices.

**3.6 Observation**

- An unplanned, documented review of workplace behaviors and conditions, conducted to identify strengths, opportunities for improvement, and potential hazards. Observations are used to coach workers, recognize safe practices, and inform safety trends.

**3.7 Coaching**

- A proactive, constructive interaction between supervisors or safety personnel and workers, aimed at reinforcing safe behaviors and correcting unsafe actions in real time.

**3.8 Hazard**

- A source or situation with the potential to cause injury, ill health, or damage to property or the environment.

**3.9 Incident**

- An occurrence arising out of or in the course of work that could or does result in injury, ill health, or damage. This includes accidents, near misses, and property damage.

**3.10 Leading Indicator**

- A proactive measure used to predict and prevent incidents by tracking safety-related behaviors, conditions, and activities (e.g., number of observations, coaching sessions, or hazard corrections).

**3.11 Safety Data Management System (SDMS)**

- An online safety management software system used to collect and capture various safety data documents including audits and observations for trending and data analysis.

**3.12 ISO 45001**

- An international standard for occupational health and safety management systems (OHSMS), providing a framework to improve employee safety, reduce workplace risks, and create better, safer working conditions.

## 4 Responsibility

### 4.1 Management

- To ensure a Safety Audit and Observation Program is established, maintained, and aligned with the intent and principles of the ISO 45001 requirements.
- Employees, contractors, and subcontractor personnel must communicate and work together to address unsafe behaviors as part of the Safety Observation Program.
- Demonstrate leadership engagement by conducting and documenting at least one monthly coaching session with on-site leadership personnel.
- Allocate necessary resources to support safety observations, reporting, and corrective actions.
- Promote a culture of safety through visible commitment and active participation.
- Compile and submit monthly safety reports to Ampirical Leadership.
- Reports must include:
  - Coaching opportunities and strengths
  - Completed audits
  - Action plans and trends
  - Photos and safety analysis
  - Site personnel count and man-hours
- Conduct audits on a regular basis as required by Leadership
- Review and validate closure of corrective actions

### 4.2 Safety Representatives

- Conduct and document a minimum of one safety observation per day, per work site, unless additional requirements are directed by supervision.
- Conduct and document a minimum of one safety audit per week, per job site, unless additional requirements are directed by supervision.
- Perform daily site visits to review safety practices, lead pre-job briefings, and coach crews on hazard recognition.
- Identify and document strengths, unsafe behaviors, and opportunities for improvement.
- Develop and implement action plans to address observed weaknesses and share best practices.
- Conduct audits as required by supervision.

### 4.3 Field Supervisors

- Conduct and document at least one safety observation per week for each assigned work crew.
- Engage directly with workers to reinforce safe behaviors and correct unsafe practices.
- Provide detailed feedback to the Contractor on observed behaviors, strengths, and coaching efforts.
- Support daily safety reviews and hazard recognition activities with Contractor and Subcontractor crews.

#### 4.4 Employees

- Participate in the Safety Audit & Observation Program by documenting observations and reporting observations to supervision.
- Receive coaching and feedback with a good attitude and respond appropriately.

## 5 Observations

#### 5.1 Frequency and Coverage

- Each Field Supervisor must conduct at least one safety observation per week for each work crew.
- Safety Representatives must perform daily site visits to observe and engage with Ampirical, Contractor, and Subcontractor crews.
- Management must conduct and document monthly coaching observations with on-site leadership personnel.
- Safety Representatives must conduct and document a minimum of one safety observation per day, per work site, unless additional requirements are directed by supervision.

#### 5.2 Content and Focus

- Observations must focus on:
  - Worker behaviors: identifying both safe and unsafe actions, including quality of pre-job briefings
  - Workplace conditions: assessing physical circumstances in the work environment, as well as required documentation.
- Observations must be written in a manner that is informative and useful to the Contractor, providing clear details on behaviors, strengths, and coaching opportunities.

#### 5.3 Documentation Standards

- Each observation must be documented with:
  - Date, time, and location of observation
  - Name of observer and crew involved
  - Description of observed behaviors and/or conditions
  - Strengths and best practices identified
  - Opportunities for improvement and corrective actions taken
  - Supporting photos (if applicable)

#### 5.4 Reporting Requirements

- Observations must be compiled into a monthly report submitted to Ampirical Leadership.
- Reports must include:
  - Summary of observations and coaching efforts
  - Trends and analysis of observation data
  - Action plans to address recurring issues
  - Total personnel on-site and man-hours worked

### 5.5 Quality and Engagement

- Observations must be informative and constructive, aimed at improving safety awareness and fostering a culture of shared responsibility.
- Observers must engage directly with workers during observations to provide real-time feedback and coaching.
- Observations must be used to identify leading indicators that help predict and prevent future incidents.

### 5.6 Recordkeeping

- All required monthly reports generated through the Contractor's designated safety data management system shall be transmitted via email to the Ampirical Contract Manager and/or designated Ampirical representatives.
- All observation and audit records must be maintained in accordance with Ampirical's document control requirements.
- Records must be retained per the company's retention schedule.
- Only authorized personnel may modify or approve observation and audit documentation.

## 6 Audits

### 6.1 Audit Criteria

- Audits will be conducted at least weekly at each project site to evaluate the effectiveness of the Safety and Health Management System and verify compliance with applicable requirements.
- The scope and criteria of each audit must be relevant to the activities taking place and will be defined prior to the audit.

### 6.2 Corrective Actions

- All audit findings must be documented and assigned corrective actions where applicable.
- Corrective actions will include:
  - Clear responsibilities
  - Due dates
  - Verification steps
  - Completion within appropriate timeframes to ensure timely risk reduction.

### 6.3 Audit Closure

- A finding may only be considered closed once the action plan has been implemented and its effectiveness has been verified.
- Audit results, including the status of corrective actions, will be tracked, reviewed, and approved by Management to ensure accountability and continual improvement.