ROUTINE TASK OBSERVATIONS PILOT UPDATE

Nathan Drake/Steve Lucio

Brutus – Steering Team

WHY OBSERVE ROUTINE TASKS?

- 2012 thru 2014 (current) recordable data was calibrated and showed that 75% of injuries were associated with Routine Tasks/Activities.

- Less planning goes into a routine task, this can lead to complacency when performing these "easy" tasks (taking your mind off the job at hand).

- Can lead to unexpected exposure(s).

- Observing Routine tasks is another step towards achieving goal zero.

WHAT IS CONSIDERED A ROUTINE TASK?

ROUTINE TASK: An announced observation intended to capture behaviors during non-JSEA activities such as the following using doorways, ascending/descending stairs, accommodations activities, walking, Clairs, etc

Non-Permitted Examples Observed on Brutus

- Going up/down stairs
- Making beds
- Checking pump rates
- Trash compactor
- CLAIRS
- Crew change
- Cleaning (small) tool box
- Getting up in top bunk

- Taking Norm reading
- Flushing float columns
- Walking from quarters to worksite or office
- E-sump strainer
- Walking through door
- Using knife in galley
- Sweeping & mopping floors

If you think it's routine, it probably is.....

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Permitted Examples Observed on Brutus

- Cleaning up work area

- Transporting equipment

- Loading pigs

- Changing filters

- Life boat launch

- Unloading groceries

- Using impact, saw and drill

- Taking pictures

- Working with scaffolding

- Inventory of equipment

- Changing light bulbs

- Hanging/installing pipe

- Rigging up fall protection gear

HOW TO RECORD ROUTINE TASKS

2014 BBSM OBSERVATION FORM

BBSM Comment Quality Rating _____ **Reviewer #** _____

Date: _____ Observer ID #: _____ Time: _____ AM / PM

Work Group: _____ Location: _____ # Of People Observed: _____

Short Term Employee: _____ Planned Observation: _____ Self Observation: _____

Requested Observation (full name): _____

Side/Side Observation (full name): _____

Coached By (full name): _____

SWI ____ Near Miss _____ Hazard ID _____ **ROUTINE TASK** _____

Body Positions	Safe	Exposure	**P P E**	Safe	Exposure
1.01 Pinch Points	__	__	2.01 Head	__	__
1.02 Line of Fire	__	__	2.02 Hearing	__	__
1.03 Ascending/ Descending	__	__	2.03 Feet	__	__
1.04 Eyes on Path/Work	__	__	2.04 Fall Protection	__	__
1.05 Bending/Lifting	__	__	2.05 Eyes/Face	__	__
1.06 Body Placement	__	__	2.06 Hands	__	__
			2.07 PFD / Work Vest	__	__
			2.08 Respirator	__	__

ROUTINE TASK

An announced observation intended to capture behaviors during non-JSEA activities such as the following: using doorways, ascending/descending stairs, accommodations activities, walking, Clairs, etc.

BEHAVIOR CATEGORY

EASY
(Well within the control of the person)

DIFFICULT
(Can be done, but takes extra effort)

IMPOSSIBLE
(Not within the control of the person)

SWI

- Stop Work as soon as safely possible.
- Address the "Exposure" issue with all involved.
- Solve the issue.
- Fill out the BBSM Observation Form just like you would when executing the Observation Procedure, marking the Variable SWI at the top of the Form.
- Identify what Critical Behaviors were seen, either Safe or Exposure.
- Capture "While" & "Was" for the Exposure.
- Facilitate Feedback for "Because", "Behavior

SUCCESSES

Successes:

- The value of safe behaviors being discussed within the Routine Task observation.

- Increases the opportunities to provide positive feedback within the Routine Task observation.

- Increased the observations within Routine Task.

- 35 new exposures to calibrate, provide feedback, and develop action plans.

- Enabled the ST to develop a strategy around Routine Task observations.

- Enable the Brutus ST to think outside the box when it came to identifying behaviors within Routine Task.

- Provided new opportunities on location to conduct observations.

OBSTACLES DURING ROLLOUT

- Old forms were still in circulation after the roll out – Routine Task prompt.

- Changing the culture so that everyone sees the benefits of Routine Task observations.

- Understanding the definition of a Routine Task.

- Learning how to approach people that THINK they are "Not doing work"!!

- Making Routine Task Observations part of our everyday safety culture.

- Didn't understand the expectation of what a good Routine Task process looks like.

- The BBS Specialist never came out to provide coaching on what a good Routine Task process looks like.

- The lack of understanding what should be done with the data.

- Motivating observers to conduct quality observations and identifying exposures within Routine Task.

- Using the Partners in Safety data with Routine Task observations.

BRUTUS - WORKING TO OVERCOME THE OBSTACLES?

- Rolled out to all 4 crews the Routine Task procedure/definitions during our weekly platform Safety Meetings.

- Discussing actual home life incidents that have happened while carrying out Routine Tasks – several participants.

- Read Fountain entries where people had become injured during Routine Tasks.

- Added Routine Task observations to our quarterly safety goals.

- Added a rolling total to our BOSS observation spreadsheet for visual indications.

IMPLEMENTATION STRATEGY BY LOCATION

How are we going to implement Routine Task at our Location?

- Strategy

- Leadership Support/Needs

- When/How

- Who by crew (RT Focal Point)

- PinS

- Observation Pool for RT?

- Training Material

- Supplies

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How are we going to implement Routine Task at our Location?

Strategy:

Put together and Action Plan for RT look back at our data on first aids, recordables, exposures, and define the definition of RT also explain and demonstrate why we are doing this.

Leadership Support/Needs:

To show support and be visible with the process and drive it from management to the individual.

When/How:

3rd quarter action plan roll out.

Who by crew (RT Focal Point):

A – Dallas Doucet, B – Jason Doffee, C – Chris Wilfong, D – Shane Armand

PinS:

We will have our PinS BBSM Champions roll out in their meetings to write Routine Task or RT on top of the observation form and ensure that the person entering the data understands to capture the card data input as Routine Task.

Observation Pool for RT?:

We will identify a group of volunteers to focus on Routine Task.

Training Material:

PowerPoint presentation to be rolled out by Shell and PnS.

Supplies:

Cards, stickers maybe to promote RT campaign in stickers and trinkets.