1. Purpose

To safely and effectively complete the worker evaluation portion of the Contractor HSE Evaluation tool

1. HSE Precautions & Limitations

* Do not interrupt worker while performing a task
* Move to a location where noise protection is not required and safe from external hazards
* Help worker be comfortable and safe in answering the questions

1. Special Tools

* Worker audit schedule
* TBI for worker evaluation
* Audit improvement questionnaire
* Contractor HSE evaluation tool
  + Topics/guide

1. Prerequisites

|  |  |
| --- | --- |
| No. | Task |
| 1 | Topics have been confirmed to be the best topics for the evaluation |
| 2 | Guide has been reviewed, simplified and accepted as correct and easy to understand |
| 3 | Schedule issued identifying auditor, date, contractor to audit and worker vs lead executor to audit |
| 4 | Contractor representative name and contact information |
| 5 | Calming instructions sent to contractor management to be shared with workers |

1. Cautions

N.A.

1. Procedure Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK# 1** | | Preparation | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
|  | Plan to conduct the worker evaluation on the scheduled date identified per the schedule issued | |  |  |  |  |  |
|  | Identify a time and location to audit based on existing PTWs issued. Suggested time is 10-11a but 8a-noon is acceptable. Consider scheduling during rest time to ensure safe location. | |  |  |  |  |  |
|  | If needed, identify and schedule someone to translate your description of topics and the worker response. | |  |  |  |  |  |
|  | From the shared drive, print paper copies of worker evaluation topics and the evaluation guide for auditor(yourself) and for the contractor representative. | |  |  |  |  |  |
|  | Send email or message to CSM 6 step process Coordinators identifying the intended audit location/time. Do not delay audit waiting on coordinator | |  |  |  |  |  |
|  | Give short notice before leaving to conduct the audit by sending an email or message to contractor representative identifying the intended audit location/time. Include standard instructions to contractor representative that they are only there to listen. | |  |  |  |  |  |

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| **TASK# 2** | | Conduct Audit | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
|  | Proceed to area and address HSE precautions section before starting. Do not delay audit waiting on contractor representative. Do not allow contractor representative to influence audit area. | |  |  |  |  |  |
|  | Randomly select a worker to interview based on schedule instructions. Do not allow contractor representative to influence worker to audit. Expect contractor supervisor to provide calming instructions for worker. Provide additional calming support. | |  |  |  |  |  |
|  | Move to a safe and comfortable location that is nearby (example: shade, rest area, etc.) | |  |  |  |  |  |
|  | Record: Worker Name, Position, Task Description, Date, Time, Contractor Company, QAPCO process area, Your name and your phone number on paper copy of Guide | |  |  |  |  |  |
|  | In your own way, ask the worker to share his response to the 9 topics in the audit. Do not use exact words but vary the way the question is asked to ensure worker responds based on knowledge and not memorization/coaching by contractor supervision. Also vary the order that you ask questions. Do not allow other workers or supervision to translate questions or coach the worker. | |  |  |  |  |  |
|  | Following the Guide, Note your grade for each Topic directly on the Guide by circling the selected grade. Your grade must be based on what worker actually said and what is directed by the guide. It is not based on what you hope he would say or you think he should say. | |  |  |  |  |  |
|  | Do NOT discuss your grading result with the contractor representative | |  |  |  |  |  |
|  | For Excellent responses only, decide if an instant reward is justified | |  |  |  |  |  |
|  | Decide if a coaching moment is helpful | |  |  |  |  |  |
|  | Thank worker for his time | |  |  |  |  |  |

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| **TASK# 3** | | Report | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
| 3.1 | Fill out the audit questionnaire | |  |  |  |  |  |
| 3.2 | Scan worker evaluation guide with selected grades circled for each topic and questionnaire. Ensure that all 9 topics have circled grade. | |  |  |  |  |  |
| 3.3 | Email scanned evaluation documents to CSM 6 step process Coordinators. | |  |  |  |  |  |