

Observation & Conversation (O&C)

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- When to use
 - When you have a conversation with a worker, his/her supervisor, or the contract holder about the work



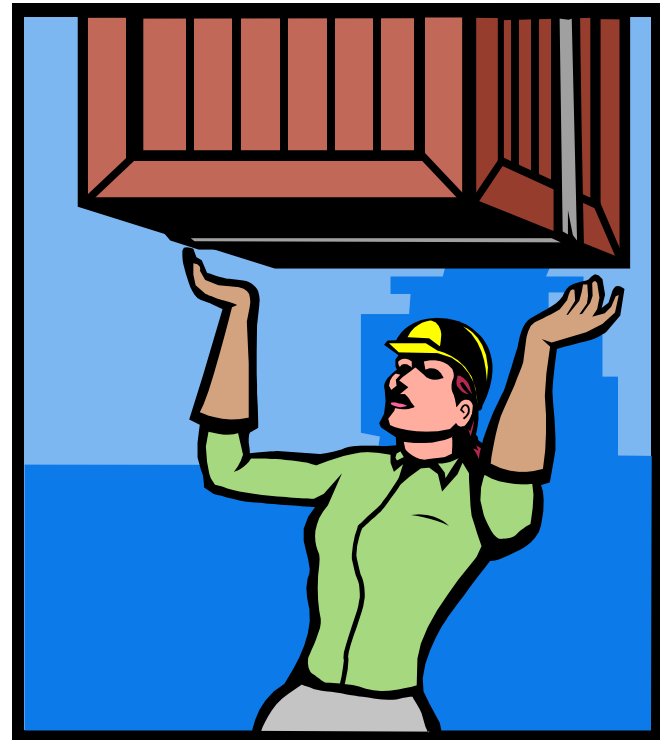
Observation & Conversation (O&C)

- When to use
 - When you observe safe acts, quality work, and/or efficiencies
 - To encourage worker to continue improving



Observation & Conversation (O&C)

- When to use
 - When you observe unsafe acts, poor quality, and/or inefficient work practices
 - To help workers improve and become aware of deficiencies




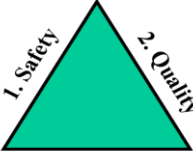
Observation & Conversation (O&C)

- When NOT to use
 - Do **NOT** complete if you have not had a conversation
 - Conversations help encourage change



Observation & Conversation (O&C)

- How to complete O & C form
 - Enter the date
 - Observer's name or names if more than one, ex: a contractor and supervisor talk to the worker
 - Do not provide individual's name
 - Location
 - Type of work observed

 Certified Logging Professional 573 Main St. P.O. Box 557 Jackman, ME. 04945 (207) 668-2851	Observation & Conversation (O&C)	 1. Safety 2. Quality 3. Production/Efficiency
Date: _____	Observer Name(s): _____	
Location: _____	Type of work observed: _____	
_____	_____	_____

Observation & Conversation (O&C)

- How to complete O & C form
 - Check only the (Good Practice or Needs Improvement) cells you have observed and discussed
 - This could be in only one section or all three sections of the Success Triangle
 - Be brief and to the point in Comments section

Please check only observations that apply	Good Practice	Needs Improvement	Comments
SAFETY			
PPE appropriate	<input type="radio"/>	<input type="radio"/>	
Equipment in compliance	<input type="radio"/>	<input type="radio"/>	
Correct procedure used	<input type="radio"/>	<input type="radio"/>	
Hazard protection in place	<input type="radio"/>	<input type="radio"/>	

Observation & Conversation (O&C)

- Send to CLP office
 - Provides you with credit towards Certification
 - Provide CLP with insight for future training topics



Exercise:

1. Pair up
2. Complete top section
3. Complete at least one item in Safety, Quality, & Efficiency



Observation & Conversation (O&C)



Date: _____

Observer Name(s): _____

Location: _____

Type of work observed: _____

Please check only observations that apply	Good Practice	Needs Improvement	Comments
SAFETY			
PPE appropriate	<input type="radio"/>	<input type="radio"/>	
Equipment in compliance	<input type="radio"/>	<input type="radio"/>	
Correct procedure used	<input type="radio"/>	<input type="radio"/>	
Hazard protection in place	<input type="radio"/>	<input type="radio"/>	
Safe work zone	<input type="radio"/>	<input type="radio"/>	
Hazardous material handling	<input type="radio"/>	<input type="radio"/>	
Work pressure doesn't affect safety	<input type="radio"/>	<input type="radio"/>	
QUALITY			
House Keeping	<input type="radio"/>	<input type="radio"/>	
Site aesthetically appealing	<input type="radio"/>	<input type="radio"/>	
Best Management Practices applied	<input type="radio"/>	<input type="radio"/>	
Local/State/Fed. regulation followed	<input type="radio"/>	<input type="radio"/>	
Products meet specification	<input type="radio"/>	<input type="radio"/>	
Residual damage acceptable	<input type="radio"/>	<input type="radio"/>	
Job layout well organized	<input type="radio"/>	<input type="radio"/>	
PRODUCTION / EFFICIENCY			
Correct procedure used	<input type="radio"/>	<input type="radio"/>	
Work well organized / flows	<input type="radio"/>	<input type="radio"/>	
Appropriate tools /equip for work	<input type="radio"/>	<input type="radio"/>	
Supervision appropriate	<input type="radio"/>	<input type="radio"/>	
Communications effective	<input type="radio"/>	<input type="radio"/>	
Pace appropriate	<input type="radio"/>	<input type="radio"/>	
No deadline work pressure	<input type="radio"/>	<input type="radio"/>	

Use this form to document a conversation about your worksite observation.

Observation may be for non-compliance or good practice.

Conversation and recommendations should be positive.

Mail to: PO Box 577, Jackman, Me. 04945; or Fax to: 1-207-668-9077; or Scan and Email to: clploggers@myfairpoint.net

Observation & Conversation (O&C)

- Conclusion
 - Be brief and to the point to ease completion of forms
 - Used to help workers improve and encourage continual improvement
 - Will provide you with Certification credit
 - Provide CLP with insight for future training topics