

SAFETY OBSERVATION CARD

STRAVIK Construction Group · Controlled Document

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STV-HSE-FRM-017D	00 (Initial Issue)	2026-10-24	[SAFETY DIRECTOR]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To encourage proactive safety engagement by all STRAVIK Construction Group employees and subcontractors through the observation and reporting of both safe and unsafe acts or conditions in the workplace. This program empowers workers to take ownership of safety, promote positive behaviors, and identify trends that drive continuous improvement in the company's safety culture.

2. SCOPE

Applies to all STRAVIK job sites, fabrication facilities, and corporate offices. Every employee, supervisor, and subcontractor is authorized — and expected — to complete Safety Observation Cards during the course of daily work. Observation data is compiled weekly and analyzed monthly through the EHS Performance Dashboard.

3. REFERENCES

- OSHA 29 CFR 1926.20(b) – Accident Prevention Responsibilities
- ISO 45001:2018 – Worker Participation & Consultation
- STRAVIK Field Safety Program (STV-HSE-MAN-002)
- Corporate Safety Policy (STV-HSE-MAN-001)
- EHS Performance Dashboard (STV-QHSE-17G)

4. OBJECTIVES

- Increase workforce participation in hazard recognition and prevention.
- Reinforce positive behaviors and teamwork in safety culture.
- Reduce incidents by identifying unsafe acts before they lead to injury.

- Track leading indicators (behavioral data) in addition to lagging indicators (incidents).

5. RESPONSIBILITIES

Role Responsibilities

All Employees & Observe, report, and submit Safety Observation Cards for both Subcontractors safe and unsafe behaviors or conditions.

Review submitted cards daily, provide on-the-spot feedback, Foremen / Supervisors and initiate corrective action if required.

Site Safety Officer / EHS Record and categorize data, analyze trends, and submit Manager monthly summary reports.

Ensure participation across all crews and incorporate trends Project Manager into toolbox talks.

Review trends quarterly, issue recognition awards, and update Corporate EHS Director training focus areas.

6. BEHAVIOR-BASED SAFETY CATEGORIES

A. Safe Behaviors

Proper PPE usage Safe lifting and ergonomic practices Good housekeeping Use of correct tools and equipment Active communication and hazard awareness Stop Work Authority used correctly

B. Unsafe Behaviors

▲ Failure to wear PPE ▲ Horseplay or distraction ▲ Improper lifting or positioning ▲ Working at height without fall protection ▲ Ignoring barricades or signage ▲ Unsafe equipment operation

7. OBSERVATION CARD TEMPLATE

SAFETY OBSERVATION CARD – FIELD FORM Project Name: Location:

Date: Time:

Crew / Observer Name (Optional): Subcontractor:

Observation Type: Safe Act Unsafe Act Safe Condition Unsafe Condition

Description of Observation:

(Be specific: what was seen, where, and under what conditions?)

Immediate Action Taken:

Hazard removed Worker coached _____	Reported to supervisor	Other:
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Potential Severity if Uncontrolled:

Low Medium High Critical

Positive Recognition (if applicable):

Safe behavior recognized	Crew recognition submitted	Entry for safety award
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Follow-Up Required:

Yes No If yes, enter CAR ID: _____ (links to STVQHSE-17C Corrective Action Register)

Supervisor Review / Verification:

Supervisor Name: _____ Signature: _____ Date: _____

8. DATA MANAGEMENT & TREND ANALYSIS

- Observation Cards are collected weekly by the Safety Officer.
- Data is entered into the STRAVIK EHS Dashboard under "Behavior-Based Safety Metrics."
- Key metrics include:
 - Total Observations (monthly)
 - % Safe vs. Unsafe
 - % Observations Closed
 - Top 5 Unsafe Behaviors (trend report)
 - Recognition Events Logged

Monthly reports are reviewed by the Corporate EHS Director and shared with project leadership.

9. FEEDBACK & RECOGNITION

- Positive reinforcement is key: employees demonstrating consistent safe behaviors may receive Safety Excellence Recognition at weekly toolbox talks.
- Repeated unsafe behaviors trigger coaching sessions, not punishment.
- Recognition data contributes to STRAVIK's Quarterly Safety Awards Program.

10. RECORD RETENTION

All Safety Observation Cards, both physical and electronic, are stored for five (5) years in accordance with the Records Management & Document Control Policy (STV-GOV-POL-011).

11. REVIEW AND CONTINUOUS IMPROVEMENT

Observation trends are reviewed quarterly during the Corporate HSE Performance Review to identify recurring hazards or behavioral gaps. Training materials, toolbox topics, and safety campaigns are updated based on datadriven insights.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.