

Worker Task Observation Card

A shared conversation between a supervisor and a worker about how a task is being done. The supervisor records what they observe; the worker adds their own perspective. Together they agree on next steps.

01 Observation details

Worker name

Supervisor name

Date

Location / site

Task observed

Procedure or safe work practice referenced (if any)

REASON FOR OBSERVATION

☐

New worker

☐

New or changed task, equipment or procedure

☐

Routine check-in

☐

Return to work or modified duties

☐

Follow-up from a previous observation

☐

Following an incident or near-miss

Other reason

02 Before the task: conversation

The supervisor and worker talk through the task together before work starts. Record the worker's responses.

Walk me through the task. What are the main steps?

What hazards do you see with this task today?

What controls are in place for those hazards?

Is anything different today (weather, people, equipment, timing)?

Do you have any concerns before starting?

☐

Worker understands the purpose of the observation and is comfortable proceeding

03 During the task: supervisor observations

D Demonstrated: performed as expected

C Coaching opportunity: discussed together; support or practice would help

N/O Not observed or not applicable

Planning and preparation	Hazards identified, procedure reviewed, permits or sign-offs in place where required	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Personal protective equipment	Correct PPE selected, in good condition, worn properly	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Tools, equipment and materials	Pre-use inspection done, right tool for the job, used as intended	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Body position and movement	Safe lifting, posture, reach and line of fire awareness	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Work area	Housekeeping, access and exits clear, area set up for the task	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Following the procedure	Steps followed in order; any deviations explained	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Communication	Coordinates with others, uses agreed signals or check-ins, speaks up	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Awareness of surroundings	Notifies and responds to changing conditions or other people	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Emergency readiness	Knows emergency procedures, location of first aid, eyewash, extinguishers or muster point as relevant	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Hazardous products	Labels and SDS understood, safe handling and storage	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Fatigue and fitness for duty	Alert and able to do the task safely today; breaks taken; worker comfortable raising concerns about readiness	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Working alone	Knows and uses check-in procedures, has a way to call for help, knows when not to proceed alone	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Psychosocial factors	Workload and pace are manageable; worker knows how to raise concerns about stress, harassment or violence	<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>
Other:		<input type="button" value="D"/>	<input type="button" value="C"/>	<input type="button" value="N/O"/>	<input type="text"/>

04 After the task: reflection together

What went well (supervisor)

What I noticed that we could talk about (supervisor)

WORKER'S PERSPECTIVE

What worked well for you today?

Was anything harder than it should be, or getting in the way?

Do you have ideas to make this task easier or safer?

05 Agreed next steps

ACTION	WHO	BY WHEN	DONE
			☐
			☐
			☐

SUPERVISOR'S DETERMINATION FOR THIS TASK

- ☐ Able to perform the task independently ☐ Able to perform the task with support or check-ins
- ☐ Further training or practice needed before working independently
- ☐ Follow-up observation planned

Follow-up date

06 Sign-off

Worker name and signature

Date

Supervisor name and signature

Date

The worker's signature confirms this conversation took place. It does not mean the worker agrees with every observation. Worker comments can be added below.

Worker comments

Supervisor guidance notes

- Let the worker know ahead of time that you will be observing and why. This is a conversation, not an inspection.
- Observe without interrupting unless there is an immediate risk. If you need to stop the work, explain why and pick the conversation back up afterwards.
- Start the reflection by asking the worker what went well before sharing your own observations.
- Record what you saw, not assumptions about why.
- Fatigue and psychosocial factors are sensitive. Ask, listen and note what the worker chooses to share. Personal details belong in a private conversation, not on this card.
- Hazards or gaps that are bigger than one worker (equipment, procedures, staffing) should be reported and shared with the Health and Safety Committee or representative.
- Give the worker a copy and keep the original as per your organization's records process.