



ABS Guide

EHSS-North America Business Program – Action Based Safety Reference A

This purpose of this document is to provide ABS Guidance to NAB sites to implement and sustain a successful ABS site program.

Code of ethics

- Team members will treat all others with respect and dignity
- Team members ultimately work for their fellow employees to promote safe work environments and behaviors
- Team members to share vision with fellow employees that it takes all of us working together to ultimately achieve zero injuries
- Team members must lead by example
- All observations will remain anonymous with No Name, No Blame

Facilitator roles and responsibilities

- The facilitator should be a full-time position and must lead by example. Facilitator must protect the integrity and quality of the process.
- Subject matter expert on the BAPP/ABS/ABC process
- Manage daily operation
- Conduct accurate observations ensuring anonymity of the employees
- Manage observation schedule
- Schedules steering team meetings and facilitates
- Provide or schedule appropriate training for steering team, leadership and all new observers
- Works with leadership to remove barriers and identify through data leading indicators and potential solutions
- Provides a monthly dashboard including metrics for top at risk, safe and so on
- Willingness for public speaking

Facilitator selection should be based on

- A. Communication skills
 - a. With peers
 - b. With Leadership
- B. Good Listener
 - a. Approachable
 - b. Calm and composed



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- C. Respected/Credible
 - a. By all levels in the organization
 - b. Trustworthy and honest
 - c. Passionate
- D. Technical capabilities
 - a. Computer skills (Microsoft applications)
 - b. Create PowerPoints and dashboards
- E. Team Player
 - a. Effectively work together with all departments
 - b. Natural leader
- F. Self-motivated
 - a. Driven
 - b. Meet deadline requirements
 - c. Committed to the process

Steering Team Members Roles and Responsibilities

- Lead by example and protect the integrity and quality of the process
- Responsible for data collection, providing coaching/training, perform observations
- Communicate effectively the “Safe” and “At Risk” behaviors during observations with their peers
- Attend/Participate steering committee meetings
- Assist facilitator with developing new content and communication to co-workers

Steering team selection should be based on similar qualities as the Facilitator

Management Sponsor roles and Responsibilities

- Available for support and attend/lead Barrier Removal Team meetings
- Promote the ABS process and be fully supportive
- Work closely with the Facilitator and the steering committee to provide guidance and support
- Assist the facilitator and the steering committee with required resources
- Act as a liaison with General Manager and Facilitator for action items required
- Ensure that there is a time commitment from supervision to their employees to be actively involved

Front Line Supervisor Roles and Responsibilities

- Promote the ABS process and be fully supportive
- Assist the facilitator and the steering committee with required resources



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- Commit time for your reports to participate

Any member of the ABS process that violates the integrity or fails to meet their obligations will be removed.

Barrier Removal team

- Team make up
 - The people who make up the team should vary based on the barrier that needs attention
 - This may include Facilitator, management, site safety, union rep or others requested
- Role and Responsibilities
 - The team is tasked with seeking solutions to resolve complex, difficult exposures
 - The team is utilized for condition and behavior based exposure, allowing the ABS process to focus strictly on behaviors

Steering team meetings

- Frequency and Scheduling
 - Meetings scheduled once a month on a date determined
- Agenda Guide
 - Safety briefing
 - Review previous month minutes
 - Review completed actions and non-complete
 - Review previous months data, incidents
 - Review and discuss metrics and leading indicators and possible action plans
 - Review training requirements
 - Review observation/coaching schedule
 - Round table
 - Next meeting

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Observation strategy

- Scheduling observations and coaching to be done by the facilitator for the month
- Scheduling should be flexible based upon workload, work force limitations etc.
- Facilitator to work with management sponsor on obtaining time commitment to perform observations
- Facilitator to monitor trends, incidents and adjust observations as required

Coaching strategy

- Protect the quality and integrity of all observations
- Coach's responsibility will be to give positive feedback and help each observer accomplish the goal of quality observations

Data Analysis

- ABS team will not disclose any details to management that can identify one particular person or crew. Process is no name, no blame and this is crucial
- Various software programs available for real time data entry, predictive solutions, Microsoft forms, PowerApp. This greatly reduces data entry for the facilitator and steering committee
- Develop dashboard/monthly presentation, identifying leading indicators, top at risk etc.
- Try to identify quality of observations, and coach if quality appears to not reflect accurately the state of your safety culture

Training strategy

- Management/Leadership
 - Familiarize with the ABS/BAPP/ABC process and history of success and the importance of leadership support
- Facilitator/Steering Committee
 - Familiarize with the ABS/BAPP/ABC process
 - Leadership training, training on communication
 - Training for Microsoft Office, Excel, PowerPoint etc.
- Employee



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- Roles and responsibilities and the ABS process
- Value added
- Site specific ABS process training

Keys to success

- Barrier removal team implementing positive change
- Do something with the data, each month should present areas that need some attention and share this data and path forward plan with employees
- Visibility, posters, key chains, cards, welding screens
- Huge part of the observation process is to ask “what” would make this job better/safer/easier
- Celebrate victories, celebrate safe behaviors, show improvements implemented
- Entice employees to want to be observed (contest, food, recognition)
- Focus on behaviors, barrier removal team can assist with conditions (those are very important as well)