



PURPOSE

The SAFE Observation checklist helps managers focus on common behaviors and conditions that lead to employee injuries at Aramark. The Safe Observation is highly visual and simple to use and focuses on straightforward “yes” or “no” answers. It should take no more than 5 minutes to complete and can be used by our front line employees to self evaluate their own behaviors and workplace conditions.

EDUCATE

ACTION

SAFE Observations are safety routines that use a checklist to create clear expectations as to what constitutes safe behaviors and safe conditions at Aramark workplaces.

Managers:
Provide: A copy of the **SAFE Observation checklist** to every employee. Review each of the conditions and behaviors in the checklist with the team.

View: The following videos with all employees: [“How to Conduct a SAFE Observation Checklist Like a Pro”](#)

VALIDATE

ACTION

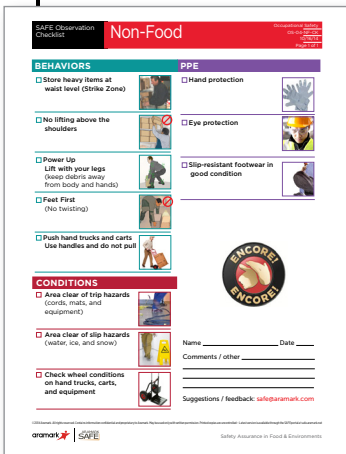
Make sure you and your employees have the right checklist for your workplace type:
» Food
» Non-Food
» Uniform Services

SELF CHECK

Managers: Must perform at a minimum one Observation with an employee per week, and it must be recorded in the Global Metrics Monitor.
Front Line Management*: Informally observe front line employees daily by asking them about the checklist expectations.
Leadership: Observe hourly employees during each visit using the SAFE Observation and SAFE Leadership card.



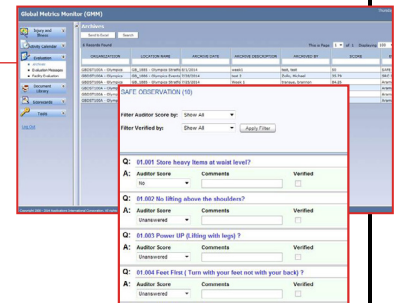
SAFE Observation Checklist:



How to Lead a SAFE Observation

1. Review the items succinctly with your employees.
2. Use the observation as an opportunity to coach and recognize.
3. Once per week, document a minimum of one SAFE Observation on the **GMM** system.

GMM:



*Actual name of job title might vary depending on LOB. The role for this person would be the manager of a specific profit center.

MOTIVATE

ACTION

Through recognition and coaching, managers and leaders should reinforce desired behaviors and conditions. Employees should be able to look forward to the opportunity to demonstrate their SAFE Commitment.

Managers: Formally recognize (**Encore! Encore!**) hourly employees during a SAFE Observation.
Front Line Management*: On a daily basis, reinforce (Thank you) employees for adhering to the SAFE Observation guidelines.
Leadership: During location visits, thank employees for following the SAFE Observation guidelines.



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