

TOOL TWO

Organizational gap analysis

Guidance:

Use a survey to administer the following items and collect perceptions across employment levels. Identify a group of operational and safety leaders to complete this organizational gap analysis individually.

Compile and compare the results as a group to check alignment and demonstrate organizational readiness. Identify, discuss and prioritize common gaps and address these gaps as appropriate. Track corrective or preventative actions to completion.



Organizational gap analysis

1:

We have a culture that prioritizes safety, health and worker protection and does not sacrifice that culture to meet production or other business goals.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

2:

The organization recognizes and addresses the needs of a diverse workforce.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

3:

The company does well to attract, retain and develop safety talent.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

4:

Senior leaders demonstrate that safety is a core value and is part of all aspects of the organization.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

5:

The company ensures that we have the necessary resources (people, money and time) to support the organization's safety and health programs and goals.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

Organizational gap analysis

6: The organization defines roles and responsibilities for safety and health for all levels.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

7: Leaders spend time in the field observing work, connecting and learning from workers to understand the safety and health risks and how work actually gets done.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

8: The company focuses on learning from safety successes and failures, rather than assigning blame and issuing discipline.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

9: The organization meaningfully involves and engages front-line workers in safety.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

10: The organization prepares new, inexperienced and transferred workers to recognize hazards and perform their work tasks safely.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

Organizational gap analysis

11:

The organization has a structured process for workers and management to collaborate on safety.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

12:

The organization has a process in place to identify safety hazards, particularly for high-risk work.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

13:

The organization has a process in place to assess and prioritize risk.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

14:

The organization has a process in place to control or eliminate safety hazards, particularly for high-risk work.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

15:

The organization has and uses written safe operating procedures, especially for high-risk tasks.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

Organizational gap analysis

16:

The organization has programs in place to promote and engage workers in safety and health activities.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

17:

The organization provides effective safety training that goes beyond the minimum requirements for complying with regulation.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

18:

Workers and management communicate frequently about safety and health.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

19:

The company goes above and beyond regulatory compliance to ensure the safety and health of the workforce.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

20:

The organization inspects and maintains equipment regularly to ensure safe operations.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

Organizational gap analysis

21:

The organization assesses and manages safety issues for contractors and temporary workers the same as for workers.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

22:

Emergency response planning and drills take place.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

23:

Incident investigations focus on learning and tracking corrective or preventative safety measures to completion.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

24:

Audits take place to identify gaps in safety and to drive continuous improvement.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

25:

The organization prioritizes and closes out corrective and preventative safety actions (including work orders) in a timely manner.

VERY FALSE 1 2 3 4 5 6 7 8 9 10 VERY TRUE

If there is a clear gap,
please describe:

Organizational gap analysis

Total: Combine and calculate average gap analysis score



Notes or comments

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