

Evaluation of Safety and Health Management Systems

Action Plan Overview

- I. Initial Benchmarking/ Gap-Analysis:** Assessment of current state of the facility's safety and health management system.
 - a. Typically a consultant, CSHO, etc. will do an initial assessment through:
 - i. Document review (OSHA 300 logs, accident reports, etc.).
 - ii. Interviews
 - iii. Walk around
 - b. Benchmark against set criteria (such as VPP, 2015 Guidelines, SHARP criteria, etc).
 - c. Assess where the company is and where they need/want to be- typically this is called a Gap Analysis.
- II. Obtain buy in:**
 - a. Meet with upper management and present the hook: i.e., Safety Pays...you can't afford not to be safe.
 - b. Obtain management commitment to change.
- III. Form Steering Committee/Leadership Team:** Select "Change Agents" to head up the team and foster good communication.
 - a. Develop a vision and obtain consensus from all employees and management, so that everyone owns the vision. (may be helpful for everyone to sign the vision statement)
 - b. Assign responsibility and accountability for meeting safety and health requirements- especially to mid-level supervisors.
 - c. Identify goals based on initial assessments. Goals should be S.M.A.R.T.
S – Specific
M – Measurable
A – Attainable
R – Realistic / Relevant
T – Track Progress Time Frames
 - d. Identify priorities (what should we fix first?) It may be helpful to focus on a particular trend and show small successes.
- IV. Initial Training:**
 - a. Train all facility employees on the Team's goals and vision for safety and health.
 - b. Initiate employee involvement.
 - c. Hold Specific training for those who will have responsibility for: hazard recognition, accident investigation, etc.
- V. Conduct additional assessments** (worksite analysis)
 - a. Initiate regular self-inspection process
 - b. Initiate employee hazard reporting process
 - c. Review OSHA 300 log, accidents, and near-misses
- VI. Track and trend:**
 - a. Track hazards identified through steps V. above to ensure they are corrected
 - b. Track progress on meeting goals.
- VII. Follow-up, Re-assess, and feedback:**
 - a. Share initial milestones and successes
 - b. Revise action plan and set new goals as success are achieved.
 - c. Provide progress reports and feedback to all.