



## HELPFUL TIPS FROM A GAP ANALYSIS

Looking for new strategies to help reduce the risk of workplace injuries and enforce safety.

### Things to Consider When Completing a Safety Gap Assessment:

#### **What is the purpose of a Gap Analysis?**

The purpose of having a Gap Analysis is to provide clarity and identify where the gaps in safety protocols are in order to limit risks.

#### **Who does safety start with?**

It starts with leadership being engaged as well as well trained in safety. This will help those in leadership to lead safety more efficiently and effectively.

#### **Is there a high enough visibility around safety?**

Is safety discussed regularly? Are the leadership teams discussing safety in team meetings? Are responsibilities for enforcing safety discussed?

#### **When was the last time policies were reviewed?**

Review your company's policies to be sure they are clear, as well as relevant to the safety requirements.

#### **What training is done and what training is needed?**

Educating the workforce is key, which is a vital key and success in the implementation of safety. This covers the entire scope of work and what each position requires within their day-to-day duties. Was the employee trained to do the job safely? How accessible is the training and is it ongoing? Is it relevant to what the employee is required to do within the daily tasks performed?

#### **What are the risk factors?**

Planning: Collaboration with the leadership team by planning what actions will need to be taken to implement safety within the workplace. This requires reflection on where things are currently and what improvements are needed for safety. A thorough review should be done to determine what the expectations will be once the safety policies are in effect.

#### **How are you completing safety observations?**

This would involve the frequency of monitoring the safety policies, the quality which determines how effective these policies are, confirming and verifying that everyone is adhering to the workplace policy. Who is doing the observations and are they qualified?

### **How are you managing safety for subcontractor/vendor management?**

This process involves monitoring and enforcing the safety policy for external contractors or vendors that are on the worksite property to provide a service for example: Refilling the vending machines, service to the water cooler, delivery of products etc. Any service that would consist of an outside party entering the premises or on the property.

### **Have you completed an incident process analysis?**

This involves having a thorough process in place that everyone follows when an incident or near miss occurs. All incidents regardless of the severity of the injury should be reported to management and an incident report completed by the employee and manager as well as an investigation report of the area where the incident occurred. This is to be sure that the safety policy for that area is in place and to determine if improvements to that area are needed. It is also to determine if the employee failed to follow the safety policy which resulted in an injury or near missed incident. By doing this you can consider if the employee would need to be retrained in that role with protective equipment or lock out tag out etc.

## **Key Elements for Success with Safety Practices Enforcement:**

### **Participation.**

Understanding and having cultural diversity: This involves being able to relate to all employees and understanding cultural differences and backgrounds, finding ways to connect with the employees and working together as a team.

### **Recognition.**

Is the employee recognized for their accomplishments on following and being consistent with the safety policy? What kind of recognition could be given when you see an employee adhering to the safety policies?

### **Discipline.**

Is leadership adhering to the safety policy and enforcing the safety policy equally for everyone?

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*It is important in a leadership role that you not only set the tone on the safety policy by being compliant with this policy as well enforce this policy with everyone to ensure that this policy is successful, and results show based on reduced workplace injuries that it is effective.*

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### **Mentorship.**

Having a mentor to help with processes and workflow for a new employee or an employee who may need to be retrained is helpful and can add value to the quality of work being done by an employee. It allows the employee to have someone they can rely on as a resource if there is a question on the process when performing a task, it is also helpful when teaching the culture of what the workplace safety policy

is. It helps create a workplace environment that will allow the co-workers to connect and work on the same goals, which results in the team working together improving workplace morale, productivity, and a safe work environment.

**Support.**

Be supportive to each other when it comes to the safety policy. To know that you have the support of leadership and co-workers will make it easy for an employee to speak up when there are any issues that could involve someone being non-compliant with the safety policy.

**Discuss.**

This is a discussion between employees to create ideas that would add to the improvement of safety in the workplace. Creativity and team building is a great way to establish a good work rapport and it allows the employees to have a level of comfort to express their ideas.

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