
MODULE 6

ASSESSING ORGANIZATION STATUS AND PLANNING FOR IMPROVEMENT

Objectives

At the end of this module, participants will be able to...

- Identify a process they can use to build a safety and health system at their organization.
- Evaluate their organization's current safety and health system by comparing the elements of their company's safety and health system to OSHA's Voluntary Safety and Health Program Management guidelines.
- Determine several priorities they can work on to advance the development of a safety and health system at their organization.
- Determine the **one** next step they need to take to improve their safety and health system.

Time

35 minutes: 3:20 to 3:55 PM

Immediately followed by the Program Conclusion

Agenda

1. Introduction to Assessing Organization Status and Planning for Improvement—Presentation (5 minutes)
2. Creating Your Organization's Safety and Health System—Presentation and Large Group Discussion (5 minutes)
3. Assessing Your Organization—Individual Activity (15 minutes)
4. Your Next Step—Individual Activity and Discussion (10 minutes)

A Note about the *Assessing Your Organization* Exercise

When participants complete this exercise, they will need to refer back to Modules 3, 4, and 5 to retrieve some information. If you prefer not to have participants shuffle back and forth, you can make copies of the *Assessing Your Organization* worksheet and distribute the copies as a handout. For your convenience, the worksheet is on your *Tools and Resources* CD.

RECOMMENDED PROCESS

1. Introduction to Assessing Organization Status and Planning for Improvement—Presentation (5 minutes)

Cues	Content
PPT 6-1	<ul style="list-style-type: none"><li data-bbox="581 457 1125 493">■ You will cover Page 1 in this segment.<li data-bbox="581 527 1295 604">■ Show PPT 6-1 as you refer participants to Page 1 in Module 6 of their Participant Guides.<li data-bbox="581 638 1360 716">■ Congratulate participants on learning all four of OSHA’s processes.<li data-bbox="581 749 1401 863">■ Tell them that in this last module, they will have some more time to assess their organization’s status in implementing a safety and health system.<li data-bbox="581 896 1369 972">■ They will also be given a chance to think about what they need to do further implement the system.
PPT 6-2	<ul style="list-style-type: none"><li data-bbox="581 1010 1308 1087">■ Show PPT 6-2 as you introduce the objectives to this module.

2. Creating Your Organization's Safety and Health System—Presentation and Large Group Discussion (5 minutes)

Cues

PPT 6-3 and
PPT 6-4

Content

- You will cover Page 2 in this segment. Allow approximately half the time to review the steps on Page 2, then allow the other half for two discussion questions.
- Refer participants to Page 2. Show PPT 6-3 and PPT 6-4 as you review the steps they should follow to create a safety and health system at their organization.
- Following are some additional points you can make about each step.
 - **1. Determine who should be the main champion.**
 - It is important for top management to be on board with the program. Without their support, the program will stall.
 - Look for the people most likely to be supportive.
 - Get employee and supervisory champions in addition to top management's.
 - **2. Determine what information, resources, and tools you need.**
 - Make a list of questions you have about the program.
 - As you consider your next steps, determine what you need in terms of budget, time, people, and technical help.
 - Ask employees and other supervisors to help you determine what is needed.
 - **3. Conduct the baseline survey.**
 - Remember that this will be the first of many assessments.

- Initially, it will help you determine priorities.
 - In the future, it will serve as a comparison against other surveys as a means for measuring your organization's progress.
- **4. Determine what you can do on your own and where you need help.**
- Again, ask others what they think.
 - If you think you will do an informal assessment while you try to gain top management support, you may be able to do that on your own using the checklists from this workshop.
 - On the other hand, if you want to do a formal baseline survey (against which you can measure your progress), then you should probably seek help from OSHA or another outside expert.
- **5. Consider how you will get everyone involved.**
- Start by identifying everyone you think will be a support (include all employees, supervisors and top management).
 - With their help, identify people who are neutral and find out what it would take to get them to become a supporter.
 - Finally, identify the people who may become barriers and find out how you can make them neutral.
 - Be sure to engage the help of others when you do this.
- **6. Create a written plan based on the baseline survey.**
- The information from Module 2 can help you with the written plan.

PPT 6-5

- In addition to the policy statement, the plan should also contain some goals for improving the safety and health system.
- **7. Consider how you will communicate the effort.**
 - What formal communication will you have?
 - What reinforcing communication will you have?
 - What organizational resources do you have that you could use (bulletin boards, Intranet, newsletters, scheduled meetings, etc.)

- After presenting these steps, answer participant questions.
- Show PPT 6-5 as you ask participants what their biggest challenge will be in getting management commitment.
- Get participant responses. Encourage participants to share with one another regarding how they've successfully gotten management commitment in the past.
- During the discussion, point out how much participants are helping each other even now.
- Remind them that they will get the same results when they ask for suggestions from their employees.

PPT 6-6

- Show PPT 6-6 as you ask participants how they will conduct the baseline survey.
- Get participant responses. After a couple of minutes, close the discussion by emphasizing how important this baseline survey is.
- Whether they do a formal or informal one, it will serve as the basis of comparison for all their safety and health efforts.

3. Assessing Your Organization—Individual Activity (15 minutes)

Cues	Content
	<ul style="list-style-type: none"> ■ You will cover Pages 3 and 4 for this segment. Take about 2 minutes for each of the OSHA processes, then use the remaining time for introduction and wrap-up. ■ Introduce the segment by telling participants that throughout the day, as they learned about each of the OSHA processes, they had a chance to review a checklist and quickly check some things their organization did well. ■ They are now going to have a chance to review these lists more thoroughly.
Facilitator Note	<ul style="list-style-type: none"> ■ If you copied the <i>Assessing Your Organization</i> worksheet for participants to use as a handout, distribute the handout at this time.
PPT 6-7	<ul style="list-style-type: none"> ■ Refer participants to the first box on Page 3 (or on the handout). Show PPT 6-7 as you make the following points. <ul style="list-style-type: none"> – Let’s start with management commitment and employee involvement. – The checklist you reviewed is in Module 2 on Page 2. – Go back to that checklist now. – Review the list again and do the following. <ul style="list-style-type: none"> • Write which items your organization does well. • Write which items should be a priority. ■ Tell participants that they have two minutes to work on this box, and you will remind them when to move on to the second box. ■ When it is time, tell participants to move on to the second box on Page 3
PPT 6-8	<ul style="list-style-type: none"> ■ Show PPT 6-8 and make the following points.

PPT 6-9

- Now let's move on to worksite analysis.
- That checklist is in Module 3 on Page 3.
- Go back to that checklist now.
- Review the list again and do the following.
 - Write which items your organization does well.
 - Write which items should be a priority.
- Tell participants that they have two minutes to work on the second box on Page 3, and you will remind them when to move on to the third box on the next page.
- When it is time, tell participants to move on to the third box, which is the top box on Page 4.
- Show PPT 6-9 and make the following points.
 - Now let's do a similar analysis for hazard prevention and control.
 - That checklist is in Module 4 on Page 3.
 - Go to that checklist now.
 - Review the list again and do the following.
 - Write which items your organization does well.
 - Write which items should be a priority.
- Tell participants they have two minutes to work on the top box on Page 4, and you will remind them when to move on to the third box on the next page.
- When it is time, tell participants to move on to the last box on Page 4.

PPT 6-10

- Show PPT 6-10 and make the following points.
 - Now do your analysis for safety and health training.

Question:

- That checklist is in Module 5 on Page 2.
- Go to that checklist now.
- Review the list again and do the following.
 - Write which items your organization does well.
 - Write which items should be a priority.
- Tell participants they have two minutes to work on the final box on Page 4.
- When time is up, call the group together.
- Ask participants: Did you learn something about your organization by doing this assessment?
- Get some responses.
- Tell participants they will be discussing some of the priorities they identified later in the module.

4. Your Next Step—Individual Activity and Discussion (10 minutes)

Cues	Content
	<ul style="list-style-type: none"> ■ You will cover Pages 5 and 6 in this segment. Spend most of the time discussing the questions on Page 6. ■ Refer participants to Page 5. Ask them if they remember this page from Module 2. ■ Allow participants a couple of minutes to go back to Module 2, Page 7 and copy the ideas from that page onto Page 5 of Module 6.
PPT 6-11	<ul style="list-style-type: none"> ■ Refer participants to Page 6. Show PPT 6-11 as you refer participants to the first question on this page.
Question:	<ul style="list-style-type: none"> ■ Ask participants: As you now look at the ideas you brainstormed for your policy statement, core beliefs, and operating principles, do you believe they are consistent with the priorities you have just identified? ■ Get some responses. <ul style="list-style-type: none"> – For those who believe there is consistency, congratulate them and tell them they have already come a great way in creating safety and health at their organization. – For those who don't feel they have consistency, ask the group for ideas on how they might get consistency. ■ Summarize the question by saying that the more their policies, core beliefs and operating principles echo and reinforce their organizational priorities, the easier it will be for them to implement a safety and health system. ■ Refer participants to the second question on Page 6. Tell them you'd now like them to think about the ONE next step they will take when they return to their jobs after this training.
PPT 6-12	<ul style="list-style-type: none"> ■ Show PPT 6-12 as you allow participants some time to work.

Question:

- After a couple of minutes, ask participants: What is the ONE next step you will take?
- Get as many ideas as time permits. When complete, thank participants for sharing their ideas.

No Break

Proceed directly to the Program Conclusion.

