

Off-the Job Safety Compass Instructions



The Off-the-Job Safety Compass is a tool designed to help corporate leaders and safety professionals think about off-the-job (OTJ) safety in a linear and logical manner and reinforce that an off-the-job safety program is not a single program or event, but is a complex, multifaceted journey that everyone in the company must undertake to achieve success.

Purpose:

- 1) To help the user assess the scope and effectiveness of current off-the-job safety efforts
- 2) To trigger thinking about activities that could be used to move to a higher level of excellence
- 3) To allow others—beyond safety professionals—to champion, lead and “own” the off-the-job safety program
- 4) To inspire company and community partnerships as well as involvement from suppliers, dealers and customers
- 5) To support the fact that off-the-job safety is good for business, good for people (employees) and good for their families

How to use the Compass:

- 1) The vertical columns of the Safety Evolution Phases show a baseline activity/attitude/involvement for each phase of the off-the-job safety effort within an organization. The user can review the phases and identify where the organization currently falls within this continuum.
- 2) The horizontal Vision/Process rows define the specific processes or leadership roles that must be in place for the organization to adequately navigate the phases of the off-the-job safety journey. They are loosely organized according to the components of an off-the-job safety management system (rows shaded gray) and their individual topics correspond with many of that system’s 7 Elements (subjects in parentheses).

The Compass was designed as a guide. Many of the roles, measurements, or processes mentioned in it will differ from one company to the next. It is up to the user to interpret it based upon the individual and unique needs of his or her own organization.