



WORKPLACE SAFETY

Administrative and Management Services

Safety Management Assessments

National Safety Council consultants are safety professionals with industry experience and safety management expertise. Their assessment findings will lead your organization to improvements in your safety and health efforts. Our Safety Management Assessment will:

- Provide an objective overview of the effectiveness of your current safety management system
- Benchmark current performance while identifying and prioritizing areas for improvement
- Offer specific suggestions and tools to enhance your current safety management system

Our consultants will conduct an in-depth review of your facility's safety and health management system in a four-phase process.

- 1. Planning Conference** – A meeting with designated personnel will review assessment methods, tasks and time frames to customize the assessment process to meet your specific objectives.
- 2. Administrative Orientation** – An opening conference of designated management personnel, followed by interviews with personnel in employee relations, safety, and all levels of operations, management and supervision will establish the extent of programmatic elements and administrative systems currently in place.
- 3. Program Assessment** – Based on your specific needs, the assessment may include program documentation review, personal interviews and job observations.

Each of the following NSC Safety Management System elements will be assessed using the NSC unique 5-point Assessment Matrix:

Administrative/Management Elements

- Management Leadership and Commitment
- Organizational Communications and System Documentation
- Assessments, Audits and Continuous Improvement

Operational/Technical Elements

- Hazard Recognition, Evaluation and Control
- Workplace Design and Engineering
- Operational Safety Programs

Cultural/Behavioral Elements

- Employee Involvement
- Motivation, Behavior and Attitudes
- Training and Orientation

The Matrix (sample on back) gives you an objective assessment and benchmark score that can be used to identify gaps and measure future performance improvements.

- 4. Conclusions and Recommendations** – We'll review initial findings and recommendations with you during a closing conference. A detailed Summary Report will outline the current status of your safety and health activities and provide specific conclusions and prioritized recommendations to improve your current safety management system. And we'll identify specific tools available through the National Safety Council that will enhance your safety processes.

The NSC 5-point Assessment Matrix outlines the various components of each Management System element. It is completed by our expert and experienced consultants to provide you with a composite score of your company's current safety performance.

Sample Assessment Matrix


SCORE	0	1	2	3	4
ITEM	NONE	POOR	FAIR	GOOD	EXCELLENT
#1 Written Policy, Posted and Disseminated	No Written Policy	Written Policy, not promoted or disseminated	Dissemination to some managers and supervisors.	Policy Posted and disseminated. Managers & supervisors demonstrate knowledge of policy.	Evidence that management and employees support and advocate policy.
#2 Safety Management Objectives	Program objectives have not been developed.	Safety objectives developed as OSHA rules, not measured against	OSHA recordables objectives developed but management not held accountable	Activity objectives (NSA, JBO, etc.) developed, but not fully implemented or reviewed on a continuing basis.	Activity objectives given high priority by management. Accountability in place.
#3 Management Leadership	No evidence of management leadership.	Safety coordinator totally responsible for program development & implementation.	Management is involved with the safety program only on a reactive basis.	Management leads the safety program by policy and example; requires involvement of all supervisors.	Management communicates safety vision. Planning for safety is integrated into business planning process. Safety is managed in the same manner as other functions.
#4 Safety Coordinator	No designation of Safety Coordinator	Safety Coordinator designated but limited management support	Safety Coord. is designated but other duties preclude accomplishing safety goals.	Safety Coordinator is knowledgeable; basic program implemented; further compliance is needed.	Safety Coordinator demonstrated proficiency in all aspects of the program. Acts as resource for staff

Safety Management Objectives

Fair (2)
OSHA Recordables objectives developed but management not held accountable.

Excellent (4)
Management communicates safety vision. Planning for safety is integrated into business planning process. Safety is managed in the same manner as other functions.

Sample Program Evaluation Rating Sheet



SAFETY MANAGEMENT ASSESSMENT MATRIX

		Current Year	Previous Year
Client	WC Losses		
Location	Recordable Cases		
Management Contact	Lost Workday Cases		
Safety Contact	Days Lost		

Assessment Group	Possible Score	Actual Score	Section Average
Administrative - Management			
A. Management Leadership & Commitment			
B. Organizational Communications and System Documentation			
C. Assessments, audits & continuous improvement			
Technical - Operational			
D. Hazard Recognition, Evaluation & Control			
E. Workplace design and engineering			
F. Operational Safety Programs			
Cultural - Behavioral			
G. Employee Involvement			
H. Motivation, Behavior, and Attitudes			
I. Training and Orientation			
FINAL RATING			

The **Program Evaluation Rating Sheet** provides an average score for each group of Management Elements...

...along with a composite score of your company's current safety performance.



National Safety Council
1121 SPRING LAKE DRIVE
ITASCA, IL 60143-3201
(800) 621-7619
NSC.ORG

Our Consulting Services begin with your safety objectives and end with practical solutions to reduce injuries and increase profitability. Our consultants reflect the collective experience of our worldwide staff and member network, bringing you the tools to achieve safety excellence.

For more information, contact Wes Scott at wes.scott@nsc.org.