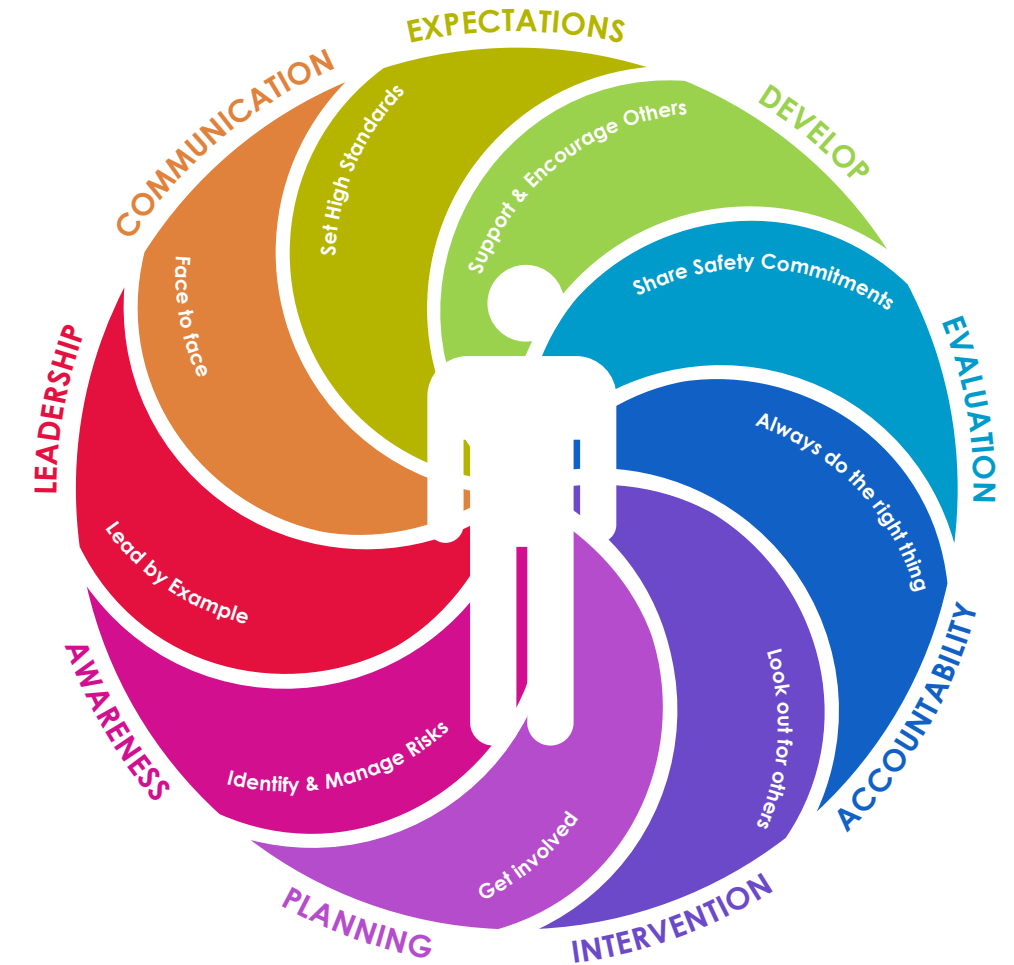




	YES	NO	PART
7.2 The organisation applies a fair and consistent response to unacceptable safety behaviour which is focused on training, coaching and as a final resort disciplinary action.			
8. SELF EVALUATION			
8.1 Guidance to assist personnel with the development of their personal safety commitments A standard framework for personal safety commitments. Personnel make safety commitments which support industry, organisation and personal goals Personal safety objectives are specific, measurable, achievable, realistic and timely. All employees are informed of shared industry and organisational goals. All employees and contractors are encouraged to share their personal commitments with peers and line manager.			
8.2 Personal Safety Commitments incorporate clear targets to provide a reference point for personal evaluation			
8.3 Feedback to the individual through appraisal which includes a review of progress against personal safety commitments			
9. DEVELOP, ENCOURAGE AND SUSTAIN SAFE BEHAVIOURS			
9.1 Examples of safe behaviours are provided and their consistent application encouraged Compliance with safety principles and rules is established as a core company value. All personnel are encouraged and supported to participate in safety improvement Both individuals and teams are recognised for positive participation and proactive safe behaviours.			
9.2 Training and coaching needs with respect to safe behaviours are assessed. Training and coaching is provided to close any gap identified for new and existing employees			
9.3 Opportunities are provided for all employees and contractors to contribute to the improvement of safety The personal and business benefits of improving the safety environment are recognised and communicated			
9.4 Employees and contractors are encouraged to promote safe behaviours outwith the workplace			
9.5 Periodic climate and culture surveys are used to gauge workforce perceptions of the effectiveness of PRfS Key safety data is regularly analysed, with trends established and communicated. The status of corrective actions are visible and accessible.			



GAP ANALYSIS TOOL/ SYSTEM CHECKLIST

STEP CHANGE IN SAFETY





GAP ANALYSIS TOOL / SYSTEM CHECKLIST

This checklist is intended to be used in conjunction with the step change personal responsibility for safety guidance document to identify gaps in your company's systems in relation to supporting prfs. Please refer to the guidance document for additional detail on each of the points listed below.

Does the company have the following processes or systems in place:-

	YES	NO	PART
1. CLEAR EXPECTATIONS			
1.1 A policy which clearly requires all personnel to intervene in the interest of safety and for this to be positively supported by all levels of the organisation.			
1.2 An induction process which provides clear expectations for all employees and contractors			
1.3 Clear and simple safety rules and principles which are communicated to all employees and contractors Procedures which incorporate task specific safety guidelines and support safe job execution.			
1.4 Positive and negative consequences associated with the safety rules and guidelines are communicated			
1.5 All rules and procedures are periodically reviewed and revised to be current and reflect any learning			
1.6 Documented personal safety commitments for all employees and contractors are encouraged and reviewed			
1.7 An improvement plan with measurable targets which encourages Personal Responsibility for Safety			
2. EFFECTIVE COMMUNICATION			
2.1 The identification and communication of solutions to problems is encouraged			
2.2 A requirement for safety communications to be in clear and concise language avoiding jargon and abbreviations			
2.3 Face to face communication is actively encouraged			
2.4 A requirement for the reasons for change to be explained Employee and contractor input is captured and considered.			
2.5 Timely and effective feedback is provided on positive and negative issues raised.			
2.6 A questioning approach is encouraged with open feedback and no fear of retribution			
2.7 A schedule is provided for regular site visits by line and senior management to communicate with employees			
2.8 Reflection time is provided at the end of meetings to confirm "What We Have Learned"			
3. PERSONAL LEADERSHIP			
3.1 Senior management commitment to incorporate PRFS throughout the company's systems			
3.2 Appropriate funding and resources are provided to effectively support PRFS.			
3.3 Training that supports the development of appropriate safety leadership and behavioural skills			
3.4 Recognition of outstanding safety performance Provision of appropriate responses to unacceptable behaviours.			



	YES	NO	PART
3.5 Encouragement of all employees and contractors to document and review their Personal Safety Commitments.			
3.6 A mechanism to ensure openness and integrity of reporting without fear of repercussion.			
3.7 Encouragement for continued safe behaviours at home through education and/or practical support.			
3.8 Incorporation of key safety leadership behaviours in the company's appraisal programme Provision of mentoring where needed.			
4. PERSONAL RISK AWARENESS			
4.1 Appropriate risk assessment and observation skills training is provided to all employees and contractors A risk assessment process which is aligned with the Step Change Task Risk Assessment Guidance.			
4.2 Hazards associated with the work environments are captured and communicated Information on common industry hazards is captured, documented and shared Individuals only work within their capabilities and competencies Team members are encouraged to share their knowledge of new and existing hazards and control measures			
4.3 A means of raising awareness of risks that exist outside the workplace			
4.4 Experienced personnel are assigned to inexperienced, new or transferred personnel to share their knowledge and experience on job/site specific risks.			
5. PLANNING			
5.1 Planning requires participation of personnel involved in the task			
5.2 Clear work instructions which outline individual responsibilities are provided			
5.3 Information relative to work activities is easily accessible to allow comprehensive planning.			
5.4 Adequate time is provided for proper planning			
5.5 Changes are undertaken through an effective Change Management process			
5.6 Learning is captured and incorporated in revisions to the plan			
6. THE RIGHT AND DUTY TO INTERVENE			
6.1 Company policy clearly supports the right and duty of any person to intervene in the interests of safety.			
6.2 A requirement for all personnel to accept constructive intervention in a positive manner.			
6.3 An observation and intervention programme which requires and facilitates workforce feedback. Visibility of actions taken in response to employee and contractor observations			
6.4 Training in constructive intervention skills is provided where needed			
6.5 Recognition is given for proactive intervention			
7. ACCOUNTABILITY			
7.1 The organisation provides clear and concise safety rules and guidelines. Safety rules and guidelines are effectively rolled out			