



SAFETY GAP ANALYSIS OVERVIEW AND INSTRUCTIONS

A gap analysis helps a company identify its potential and what needs to be done to meet it. A bad company does not know what its goals are and if it did, it wouldn't know how to accomplish them. A good company, in contrast, not only knows what its goals are but has a clear sense of what must be accomplished in order to achieve them. A gap analysis can be performed with relative ease by following a few easy steps and will provide your company with goals and guidance.

1. Assemble a series of questions that focus on defined areas you would like to review and compare with your safety program. It is typical to break the questions down into sections such as Management & Leadership, Field Supervision & Participation, Field Employee & Participation and Tools & Resources. Each question should then be provided 5 answers for the participant to choose from. NOTE: It is extremely important to word your questions carefully to avoid confusion or misunderstanding which could impact the results. Attached is a general list of questions and answers for your review and use.
2. Identify and document the answers to each question you feel would best match the desired safety program results. This will later be used to assist with determining a variance or gap.
3. Once the questions are finalized, pass out the surveys to all employees of that desired location. Instruct the participants that:
 - A. There are no correct answers
 - B. It is totally anonymous
 - C. It is extremely important to identify your position with the company (Management, Field Supervision, Field Employee)
 - D. This survey is going to be used to assist the company in improving its safety program and culture. The accuracy of their answers is important.
4. Create a graph using the findings of Steps 1 and 2. Use one curve to show the desired/required answers and 3 others to represent the 3 various employee levels within the company (Management, Field Supervision, Field Employee).
5. Identify the gaps between the various answers. Compose a section on recommendations for bridging the gap of each area. Provide a detailed explanation of how each gap may be closed and the required resources. Include all possible/necessary strategies and tactics needed to bridge the gap between the desired performance and the current performance.



6. Create a possible timeline showing the required actions for reducing the gap with dates for stages of implementation. Stages could be (a) Contacting a training provider and examining offerings, (b) Selecting a particular training program/course, (c) Enrolling in the program/course.

7. Write a summary conclusion that includes the main points of steps 1 through 7. Be sure to include skill lists, findings and strategies. Show recommended actions for bridging the gap and mention required resources.