






SAFETY GAP ANALYSIS PROCESS





PHASE I - SAFETY GAP ANALYSIS

The first step is to conduct a Gap Analysis that is driven by organizational needs and expectations as follows:

-  1. **Define** – Level of assessment including objectives, scope, and selection of EnSafe-developed Program Assessment Tools (PATs) to use, standard of comparison, assessment team, internal resources for assessment support, and deliverables
-  2. **Conduct** – 1) Records review (typically remote) and 2) Onsite assessment(s) using agreed upon PATs
-  3. **Debrief** – On observations, findings, barriers, and culture
-  4. **Refine** – Desired state, realistic pace of the organization, and management commitment
-  5. **Deliver** – Report and deliverables (i.e., Action Plan/Roadmap, Compliance Calendar, Culture Assessment Results, etc.)




PHASE II - IMPROVEMENTS IMPLEMENTATION

Once the gap analysis is complete, then we move to the Improvement Implementation Phase, which includes:

-  1. **Communicate** – Action Plan
-  2. **Develop** – Needed foundational documents such as policies, plans, procedures, training, and forms
-  3. **Procure** – Tools, equipment, materials, systems, etc.
-  4. **Execute** – New process(es)




PHASE III - IMPROVEMENTS VERIFICATION

After the Improvements Implementation Phase, we move to the Improvements Verification Phase to ensure process improvements work as intended which includes:

-  1. **Conduct** – Onsite verification assessments
-  2. **Conduct** – Documentation audits (e.g., forms, briefings, confined space permits, equipment inspections, etc.)
-  3. **Communicate** – Any necessary changes to further reduce hazards, improve processes, and improve documentation

PHASE IV- ONGOING IMPROVEMENTS

All processes can be improved to some degree and at appropriate intervals. In this phase, we will focus on Ongoing Improvements focusing on processes that have the potential to result in significant injuries and fatalities (SIFp). Our goal is to continually reduce hazards and drive down higher risks to the desired state.

-  1. **Implement** – Changes that further reduce hazards, improve processes, and improve documentation
-  2. **Perform** – Qualitative and/or quantitative learning surveys
-  3. **Assess** – Incidents for learning, proper root cause analysis, and hazard reduction strategies