# SAFETY CULTURE ASSESSMENT

# GUIDELINES – SAFETY CULTURE ASSESSMENT

MHCA® WORKSAFELY® has included the safety culture assessment as part of the COR®/SECOR® Certification program in order to be in compliance with the requirements set by SAFE Work Manitoba. The safety culture assessment is not a determining factor in Certification — its purpose is to assist companies in tracking safety culture, to use the results to identify contributing factors for safety performance.

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| SC1 | An audit can be defined as a formal, comprehensive and thorough process for evaluating and reporting how an organization manages safety and health in accordance with a recognized standard. At minimum, an organization should be auditing their safety and health management system annually. A high performing company may audit two or three times a year and spot check components of the program monthly. |
| SC2 | A positive safety culture will include the uniform support and encouragement of ongoing safety improvement by all levels of the organization. Supervisors will correct hazards immediately and assist in developing control methods that prevent repeat hazards and reoccurring incidents. Workers will adapt to and adopt new safety initiatives quickly with no resistance and provide feedback for improvement of their safety and health and that of their co-workers. |
| SC3 | A positive and proactive safety culture will include the basic and uniform understanding that safety and health will be given equal consideration when discussing production, quality and profitability of the organization. Senior management will be heavily involved in proactive, preventative safety management practices by including safety and health in discussions involving purchases, new projects and the future of the organization. New equipment does not enter the workplace without being inspected for safety concerns and having procedures developed for safe use. Job planning assesses the hazards involved and includes them when tendering a job. |
| SC4 | Education and training is an essential component in improving the attitudes and safety behaviors of workers. Encouraging "common training" rather than "common sense" will confirm the workers" ability to perform work safely and demonstrate a commitment to providing a safe and healthy workplace. No worker enters a workplace without a proper orientation and task specific training being conducted first. There is a clear plan for safety training that includes performance evaluations. Worker training is assessed during hazard identification and is included in the development of control methods. |
| SC5 | A worker's involvement in the decision-making process will foster a community regarding safety issues that supports a positive attitude towards safety and health in the workplace. Support for workers who speak up regarding safety concerns is evident and an encouraged practice throughout all levels of the organization. Prior to finalizing new safety initiatives such as procedures, training requirements or new equipment, workers are consulted to ensure information is clear, understood and accurately reflects a "real world" environment. |
| SC6 | Those in charge of safety must be equipped with the knowledge, training, experience and authority to act. Those responsible for researching and developing safety initiatives shouldbe given the time and resources to do so effectively. Supervisors tasked with maintaining a safe and healthy workplace must have the authority to act for the environment in which they are responsible. Successful companies support and empower their staff to make decisions and implement positive change independently of a singular person of authority. |

| SAFETY CULTURE ASSESSMENT | | (0%-20%) | (21%-40%) | (41%-60%) | (61%-80%) | (81%-100%) | Score |
|---|---|---|---|---|---|---|---|
| SC | Safety Culture Objectives | 0 | 1 | 2 | 3 | 4 | (0-4) |
| SC1 | Formal safety audits at regular intervals are a normal part of our business. | | | | | | |
| SC2 | Everyone at this organization values ongoing safety improvement. | | | | | | |
| SC3 | This organization considers safety at least as important as production and quality in the way work is performed. | | | | | | |
| SC4 | Workers and supervisors have the information they need to work safely. | | | | | | |
| SC5 | Employees are always involved in decisions affecting their safety and health. | | | | | | |
| SC6 | Those in charge of safety have the authority to make the changes they have identified as necessary. | | | | | | |

**INSTRUCTIONS: Using the percentage scale provided, determine how effectively each objective is met or adhered to within your organization. Check the appropriate box and transfer the numerical value to the last column.**

*NOTE: The culture assessment is not a scored component of the audit and does not contribute to the final assessment when determining eligibility for COR®/SECOR® Certification.*

***The safety culture assessment continues on the following page***

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| **SC7** | Rewarding processes that lead to safe outcomes is a far more effective and sustainable method of maintaining safety and health compliance. Processes are repeatable for various positive outcomes and support the effort required to achieve the desired outcome, rather than the outcome alone. Those involved in improving the safety and health of the organization should receive recognition for their contribution and encourage others to do the same. Successful companies make safety a necessary component of their workers" success and advancement within the organization, rather than an obstacle. |
| **SC8** | Maintaining tools and equipment helps demonstrate management's commitment to their workers and supports a positive attitude towards work. A safe and functional environment increases the likelihood of workers working safely and enjoying what they do. Successful companies have developed a preventative maintenance system that mitigates the risk of injury due to defective equipment and ensures the correct tools are being provided to perform work safely and efficiently for every task. This will include paying special attention to MSIs and functional issues that will not only increase the risk of injury, but affect the attitudes and behaviors of workers when performing "undesirable tasks." |
| **SC9** | Continuous improvement regarding safety culture means that, when concerns are raised or incidents occur, appropriate action by persons responsible for safety are taken to prevent an incident or in the case of an incident already occurring, to prevent reoccurrence. Successful companies have a clear and outlined process for managing risk and injury in the workplace, roles are communicated and verified with every level of employment and steps are taken to ensure all preventative methods are followed and implemented regularly. |
| **SC10** | Support of the safety and health program must be demonstrated through action and, most importantly, by management to foster a positive safety culture. The behaviors of leaders in an organization greatly affect the attitudes and therefore the behaviors of workers. Successful companies implement and maintain the safety and health program through all levels of the organization. Management can clearly be seen following company rules, PPE requirements, attending safety training and maintaining a positive attitude towards safety and health. Management should be the embodiment of what safety and health compliance looks like in order to instill that in others. |
| **SC11** | Communication of concerns and suggestions for improvement must be freely communicated by those most affected by the hazards and those who have the power to make positive changes to safety and health in the workplace. No worker should ever feel persecuted for bringing to light safety concerns that affect them or that of their peers. A successful company requires communication training for supervisors and top management to ensure they are adequately equipped with the skills necessary to handle safety concerns raised by workers, with positivity and encouragement. All members of the company are on the same "playing field" when safety and health is a topic of conversation. |
| **SC12** | A positive safety culture is fully realized when the relationship between employee and employer harbors no reservation of discipline or negative repercussions regarding safety concerns. Trusting that your leaders have their workers' best interests in mind will open up a dialogue where organizations can collectively improve the attitudes and behaviors regarding safety in the workplace. |

**For more information on how to measure and improve the safety culture within your organization, contact MHCA® WORKSAFELY®.**

| SAFETY CULTURE ASSESSMENT | (0%-20%) | (21%-40%) | (41%-60%) | (61%-80%) | (81%-100%) | Score |
|---|---|---|---|---|---|---|
| **SC** | **Safety Culture Objectives (continued)** | **0** | **1** | **2** | **3** | **4** | **(0-4)** |
| SC7 | Those who act safely receive positive recognition. | | | | | | |
| SC8 | Everyone has the tools and/or equipment they need to complete their work safely. | | | | | | |
| SC9 | Actions are taken to prevent future incidents. | | | | | | |
| SC10 | Top management is actively involved in the safety program. | | | | | | |
| SC11 | Communication is open and employees feel free to voice concerns and make suggestions. | | | | | | |
| SC12 | There is a high level of trust in the employee/employer relationship at our company. | | | | | | |
| | | | | | | **Average Score** | |

**INSTRUCTIONS: Add the scores together from all 12 objectives and divide by 12 to determine your average score for safety culture. Your average score will be between 0.00 and 4.00. Place this number (up to two decimal places) in the "average score" area to the right. This number will also be transferred to the executive summary sheet.**

*NOTE: Although an average score will be required for the assessment, companies are encouraged to review the results for all 12 objectives individually to identify strengths and weaknesses regarding safety culture. Particular attention should be given to each objective with a score of two (2) or less. The audit corrective action plan should include recommendations for improvements regarding safety culture.*