

Safety Dashboard Directions

The Safety Dashboard allows a user to identify his/her organization's strengths and weaknesses in regard to their current safety management system. Upon completion of the safety dashboard, the user will have an idea of where the safety management system may be improved. The results of an honestly completed Safety Dashboard should provide the user a road map to success.

The Safety Dashboard can be completed by one individual who is knowledgeable of the organization's operations or by multiple individuals who have cumulative knowledge. The latter is encouraged.

Getting Started

1. Open the Safety Dashboard.
2. Click on the Office Button located in the upper left corner of your screen.
3. From the drop down menu, select Save As and select Excel Workbook.
4. Name the file as you choose and save it in a location of your preference.

NOTE: You must save the Safety Dashboard on your computer in order for your entries to be captured.

Completing the Safety Dashboard Questionnaire

The main page, or first tab, is named the Safety Dashboard Questionnaire. Here you will see several categories and their components of a safety management system. Each component has a definition listed under the headings Excellent, Good, and Opportunity. Read through each definition and decide which definition fits your organization best in that particular area.

Use the drop down box under the Points heading to select which score applies best to your organization within the current year. Choose 10 if your organization meets the definition of Excellent in the respective Category/Component. Choose 5 if your organization meets the definition of Good. Choose 0 if your organization meets the definition of Opportunity. If a particular Component is not applicable to your operations, choose Not Applicable in the Points drop down box. Choosing Not Applicable will not include that component within the overall score dashboard results.

Helpful Hints

If your organization is somewhere between the definitions of Excellent, Good, and Opportunity choose the lower score as this will provide you an overall idea of things that can be done to improve your safety management system. You are encouraged to type in the Comments section to justify the reasoning for the score applied. Comments will help you understand your reasoning when you look at the Safety Dashboard months later. The comments section is one of the few areas where you can type within the Safety Dashboard. You will also be able to change the years.

Continue to evaluate and score each component for the present year. If you don't know the answer to a specific component, check with someone who does. When you arrive at row 80 where the category Hazard Identification: Additional Worksite Hazards starts, you will self-define the controls that your organization has in place for each hazard as applicable by typing in one of the cells labeled as [type your current hazard controls here]. Use the drop down box under the Points heading to select which score applies best to your organization within the current year. Select Not Applicable if the worksite hazard does not apply to your organization's operations. If Additional Worksite Hazards does not list a hazard that your organization has, you may type your own hazards and define the controls starting at row 97. You will want to give yourself points for these self-defined controls as well.

In order for the Safety Dashboard to be an effective tool, you must answer all questions and you must answer all questions honestly. Understand that this is an in-depth assessment and a time commitment will be necessary in order to complete it. You are encouraged to consult with others in your organization that may have additional knowledge or whom would add to your perspective while completing the dashboard. You can complete the dashboard over multiple years which will show the progress that your organization has made.

Be sure to save the completed Safety Dashboard.

Viewing the Results

Once you have completed the Safety Dashboard Questionnaire you will be able to view the dashboard results. Aside from the Safety Dashboard Questionnaire tab, you will see two additional tabs on the bottom of the spreadsheet. If you prefer pie charts, click on the Dashboard Pie Charts tab; if you prefer bar charts, click on the Dashboard Bar Charts tab. Each tab will show you where your organization is excellent, good, or has opportunity to improve. Both tabs provide the same data only in different illustrations.

Printing the Results

The Dashboard Pie Charts and the Dashboard Bar Charts are both printable pages that can be provided as a high level overview to your management, where you can also get guidance and support to move your safety management system forward.

To print, simply select Print from the menu of the Office Button. The results for each category will print on one page. If you would like to print the Safety Dashboard Questionnaire it is formatted to print the category, component, definitions, and points for each year on one page. There will be seven total pages printed for the Safety Dashboard Questionnaire.

Using the Results

You have completed the Safety Dashboard. It took a lot of work, time, and exploration. You've got charts and graphs to show for your effort. Now what? The work has just begun.

The completed Safety Dashboard provides you a baseline of your organization's safety management system. The next step is to identify where improvements can be made. The best starting point is likely going to be in those areas that show a large percentage of red on the charts. Each organization is managed differently and therefore the approach to change is also going to be different. Below are a few things to consider toward your safety improvement process:

- ◆ Get guidance, approval, and commitment to move forward with action from your management.
- ◆ Build a written plan that identifies the action necessary to achieve safety excellence. Be specific with the plan including personnel assigned and target dates for completion.
- ◆ Start with items that take minimal effort but achieve high visibility to build momentum.
- ◆ Share the plan. Communicate your goals organizationally wide so that all levels of employment understand the direction aimed for. Involve others in the work.
- ◆ Have patience. Effective change takes time and careful implementation.
- ◆ Continually improve.

You are encouraged to complete the Safety Dashboard on a scheduled interval. As you've seen, the Safety Dashboard allows a year to year comparison. Take credit for your efforts, document your progression, and celebrate your successes.

Montana State Fund has a team of Safety Management Consultants who will help you along the way. Call 1-800-332-6102 and place your request for safety services, which are free to current policyholders.