



Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Department of Labor Standards

Executive Order #511 **Gap Analysis** **Step-by-Step Instructions**

Before starting any of the gap analysis work, read through the “Gap Analysis Guidance” document.

Conducting the Gap Analysis – A Thinking Comparison

The gap analysis is a comparison of what you currently have in place for each hazard, what you identified on the hazard assessment questionnaires, against two benchmarks. The first benchmark for comparison are the health and safety management system ideals, which will help us to understand the capacity of each agency to implement and maintain worker protections. The second benchmark for comparison are the specific worker protection standards for that hazard, typically the OSHA standards.

You will conduct a separate gap analysis for each hazard. To conduct the gap analysis for each specific hazard:

1. Read through the “Health and Safety System Ideals” document (you will use this same document for all hazards).
2. Read through the summary of standards and guidelines for that specific hazard (aka the “answers” docs, these have the filename: tool_hazard_answers)
3. Look over your completed hazard assessment for this hazard to review what is currently in place for this hazard.
4. Identify any differences or “gaps” between what you have in place and what was presented for both the ideals and standards.
5. This comparison will require new thinking and discussion within the committee.

This is a big picture, thinking exercise. Do not get bogged down in “process” details doing the gap analysis. Focus on identifying what you see as missing for needed protections or management of this hazard by comparing what you have against the benchmarks.

Completing the Gap Analysis “Findings” Document for Each Hazard:

This is the document you will use to record your gap analysis results, and what will be submitted.

You will complete a separate document for each hazard.

There is no “right” or “wrong” way for the gap analysis, or for how to write up your answers, any information you provide is extremely valuable.

The first page of the findings document allows you to give an optional general overview of where things stand overall for this hazard, and the importance of this hazard for your workers.

Next, by asking questions, this document walks you through thinking about the gaps for each of the health and safety management system elements.

1. Upper Management Support and Policy
2. Accountability
3. Use of a Technical Standard (such as the OSHA standard)
4. Training
5. Controls (e.g., specific safety equipment, safety procedures)

For each management system element, you will be asked the following:

- Are there any gaps between what is in place and the “ideals”?
- Are there any gaps between what is in place and the OSHA (or other) standards?
- What are the reasons for the gaps?
- Do you have ideas/suggestions for improvements?

Do not get bogged down worrying about which section to use to describe a gap, or having an answer for every question. The document will be read through in detail, so all the information will be available to the reviewers wherever it is placed.

If there is not applicable information or you could not identify an answer for a question you can:

- Leave it blank.
- Put “N/A” (not applicable). (For example in the equipment section if safety equipment is not needed for this hazard).
- Put “we were not able to determine this information.”