

Executive Order #511
Gap Analysis Summary Sheet
Hazard Name

This document will be used as the primary source of information transfer from your health and safety committee to the Massachusetts Employee Safety and Health Advisory Committee. For this reason, be sure to include all of the information, comments, ideas, and suggestions on this document that you would like the Advisory Committee to see directly. The detailed hazard assessment questionnaires will be comprehensively reviewed by the Department of Labor Standards (DLS), and will serve as an important information source for the Advisory Committee.

Overview of Worker Protection Status for This Hazard

If it works well to create summary information from your gap analysis efforts in the individual sections that follow, please provide that as outlined below.

Please provide a brief overview of the importance of this hazard for your agency / facility/group/department. For example, was there a higher level of employee exposure with this hazard? Have there been accidents or near misses with this hazard? Is this a significant source of concern for employees?

Please provide a brief overview of where things stand overall for your agency/facility/group/department with worker protection for this hazard.

Overall, if there is room for improvement with worker protection for this hazard, can you identify the reason(s) why and/or suggest what is needed to make improvements?

If you would like, please provide any other general thoughts, comments or suggestions on this hazard for the advisory committee.

UPPER MANAGEMENT SUPPORT AND POLICY

Briefly describe any “gaps” between the “ideals” for upper management support and policy and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for upper management support and policy and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

USE OF TECHNICAL WORKER PROTECTION STANDARD (such as OSHA standard)

Briefly describe any “gaps” between the “ideals” for use of a technical standard and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for use of a technical standard and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

ACCOUNTABILITY

Briefly describe any “gaps” between the “ideals” for accountability and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for upper accountability and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

TRAINING/LICENSING

Briefly describe any “gaps” between the “ideals” for training and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for training and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

CONTROLS

General/ Overview Information on Controls

Briefly describe any “gaps” between the “ideals” for overall use of controls and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for overall use of controls and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

Administrative Controls

Briefly describe any “gaps” between the “ideals” for administrative controls and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for administrative controls and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

Engineering Controls

Briefly describe any “gaps” between the “ideals” for engineering controls and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for engineering controls and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

Safety Equipment

Briefly describe any “gaps” between the “ideals” for safety equipment and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for safety equipment and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

Personal Protective Equipment

Briefly describe any “gaps” between the “ideals” for personal protective equipment and your findings for the hazard assessment questionnaire.

Briefly describe any “gaps” between the “answers” for personal protective equipment and your findings for the hazard assessment questionnaire.

If you have knowledge or ideas about the potential reasons for any identified gaps, please give them here.

If you have ideas or suggestions about what is needed to make improvements, please give them here.

PLANNING FOR EMERGENCIES WITH THIS HAZARD

Describe any “gaps” between any emergency planning requirements given on the “answers” and your findings for the hazard assessment questionnaire.

If you have ideas or suggestions about the reasons for any identified gap and/or ideas about what is needed to make improvements, please list them here.

PREVENTION / INFORMATION RESOURCE SHARING

Prevention / Mitigation Ideas

If you have implemented any ways to prevent or reduce the risk to employees from this hazard, or if you have any ideas about how to prevent or reduce risk from this hazard, please list those here. Even “outside the box” ideas that have not been tried may lead to a way to keep employees safer, so please include those. These ideas will be shared among the other health and safety committees across all secretariats/agencies to help reduce risk to all employees from this hazard, and may also be used in development of centralized prevention strategies.

Model Policies/Procedures, Innovative Strategies

If you have developed any successful strategies or written policies or procedures for this hazard that you would like shared with the other health and safety committees, please list them here, and attach them electronically when you send in all the documents from your committee. This could also include a description of how you successfully implemented an existing policy, most importantly if others are struggling with implementation. We will be creating a web-based resource of model policies and procedures so everyone does not have to keep “reinventing the wheel,” and we can build on the successes that have been achieved by all of our colleagues. If you would like to include contact information for those who may have questions about your model policy, that would be very helpful.