

MANAGEMENT SYSTEMS

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Gap Analysis Check List **MODULE 3**

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Name:	JAN 2013	1 of 2
CORESafety Management Systems	My Position	
The importance of having a well-designed, fully implemented SHMS.	☐ I fully agree, just need to get it done☐ Not sure I agree, need more info/time☐ I disagree, need to talk to my colleagues	
The importance of customizing the SHMS to our company.	☐ I fully agree, just need to get it done☐ Not sure I agree, need more info/time☐ I disagree, need to talk to my colleagues	
Integrating (some or all) MSHA regulations into our company's SHMS.	☐ I fully agree, just need to get it done☐ Not sure I agree, need more info/time☐ I disagree, need to talk to my colleagues	
We already use management systems to run our company and just need to apply that thinking to safety and health management.	☐ I fully agree, just need to get it done☐ Not sure I agree, need more info/time☐ I disagree, need to talk to my colleagues	
NMA SHMS Module Expectations	Our Status	
Planning:		
 A strategic plan has been developed to ensure that the SHSM is developed and implemented properly. 	□ Not doing this, but recognize□ Not doing this, but working or	
 Senior and line management had input and understand what is involved. 	☐ Doing this, or something equi	
Action needed:		
Responsibilities:		
 Someone is assigned to each module to the SHMS to ensure effective implementation. 	□ Not doing this, but recognize□ Not doing this, but working or□ Doing this, or something equi	n it
Action needed:	'	

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Plan-Do-Check-Act:		
The SHMS is based on the PDCA continuous improvement cycle.	 □ Not doing this, but recognize the need □ Not doing this, but working on it □ Doing this, or something equivalent 	
Action needed:		
Education: • Key personnel have been trained/educated in the	☐ Not doing this, but recognize the need	
purpose, structure, function and effectiveness of management systems.	 □ Not doing this, but working on it □ Doing this, or something equivalent 	
Action needed:		
Integration:		
 The HSMS has been integrated with other company management systems, e.g., IT, HR, production, maintenance, etc. 	□ Not doing this, but recognize the need□ Not doing this, but working on it□ Doing this, or something equivalent	
Action needed:		
Metrics:		
 New metrics have been developed to measure and improve the SHMS. 	 □ Not doing this, but recognize the need □ Not doing this, but working on it □ Doing this, or something equivalent 	
Action needed:		
Pace of Change:		
• The SHMS elements/modules are added no sooner than the organization can effectively absorb the last addition. The goal is to implement with effectiveness and not just fast. Go slow to go fast.	 □ Not doing this, but recognize the need □ Not doing this, but working on it □ Doing this, or something equivalent 	
Action needed:		
Notes:		