



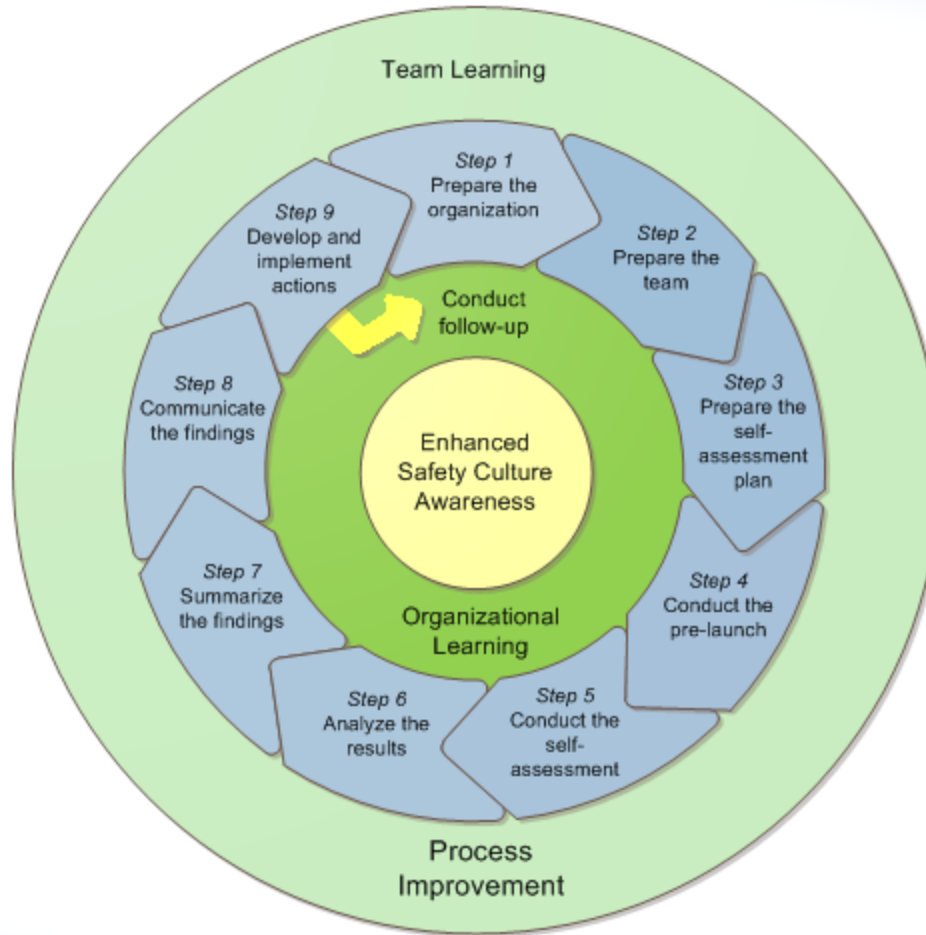
IAEA

60 Years

Atoms for Peace and Development

Developing a Safety Culture Self-Assessment Plan

Refresh on the SCSA Process



1. Prepare the organization

- Confirm the scope (e.g., corporate organization, plant, contractors, percentage of staff, timeframe, potential interferences), resources, organizational effort, desired impact
- Identify assessment team.
- Commit sufficient time and resources.
- Engage organized labour (unions) to ensure they are fully aware of the purpose and approach.
- Develop a strategy to address the results of the assessment, including working with potentially negative findings.
- Prepare a communication strategy to inform staff of upcoming assessment and intent, and to emphasize the importance of active participation.

2. Prepare the team

- Train team members in the methodologies for conducting the safety culture self-assessment.
- Clarify roles and responsibilities and team protocols
- Identify the assessment strategy and methods
- Prepare the methods to be used, ensuring that the methods are applied as independently as practicable
- Establish records management conventions

3. Prepare the SA Plan

- Scope -cover activities from the pre-launch to the communication and follow-up of the results
- Consider logistics of implementation and any concurrent plant activities to minimize organizational disruption
- Adapt application of methods according to organizational requirements
- Plan to apply the methods in parallel and independently
- Conduct a pre-job brief for the assessment team

4. Conduct the pre-launch

- Objective - orient the organization to the purpose of the assessment and the detailed execution plan through a variety of communication channels.
- Use senior managers to assist in promoting the assessment.
- Stress that the assessment is not an audit but a method of engaging the organization to learn about its existing attitudes and behaviours and their influence on safety

5. Conduct the self-assessment

- Action - capture information as facts provided by the organization without interpretation or judgment
- Maintain records throughout the process
- Do not select topics or data based on personal biases
- Ensure organizational access to information regarding the progress of the assessment, and respond to any questions

6. Analyze the results

- Analyze the different data sources
- Draw conclusions from the different sources, according to their own logic
- Develop overarching themes
- Compare to the IAEA framework for safety culture
- Identify strengths and areas for improvements

7. Summarize the findings

- Organize the information considering the learning styles prevalent in the organization.
- Develop key messages to help the organization influence behaviours that need to be reinforced, changed, added, or extinguished.
- Develop communication packages that suit the various target audiences.
- Typically the results are summarized in a report prepared by the Team Lead with input from team members

8. Communicate the findings

- Communicate the findings formally to management, encouraging open dialogue regarding the potential impact of the results.
- Communicate with the rest of the organization through various channels such as discussion forums with groups, posting the results on the intranet, etc.
- Use methods that encourage interaction and discussion
 - to support reflection and building of shared understanding of cultural dimensions.

9. Develop and implement actions

- It is preferable to communicate the findings and then engage the organization in developing and finalizing the full action plan.
- Engagement will help the organization buy into and make the needed changes.
- Depending on the approach preferred by management, communication activities in Step 8 may include preliminary actions developed as a consequence of the assessment (e.g., actions that clearly fall under management accountability).

Exercise

- Using the description of the SCSA process, develop a plan for conducting your self-assessment
- Prepare a presentation of the plan for your senior management
- Present your plan to the course facilitators



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Thank you!

