

# Maturity Path for Employee Safety Teams

**Instructions:** This maturity path assessment will help identify opportunities for improvement to ensure your unit Employee Safety Team (EST) sustains STAR quality. Every six months, usually in April and October, perform this assessment of ‘maturity’ of your EST.

The maturity path assessment is divided into three sections: **Section One – Team, Section Two – Employees, and Section Three – Management.**

1. Issue the assessment to your unit EST members and have them rank each topic in Section One.
2. Dispense the assessment to a random sample of six to eight unit EST employees and have them rank each topic in Section Two.
3. Circulate the assessment to a random total of four to six managers, supervisors, or foreman and have them rank each topic in Section Three
4. Upon collection of distributed assessments, consolidate all response data into a final ranking score for each topic in the three sections.
5. Enter the finalized progress score card into the EST Maturity Path – Data Submission portlet on the VPP Nucleus Community located under Nucleus Generated Reports.

(Note: Any section with a topical ranking less than (3) should result in a unit EST action to return the ranking to STAR quality – i.e., a succeeding (3) or leading (4) rank. Improvement actions should be tracked in your unit EST Neighborhood – Corrective Actions portlet.)

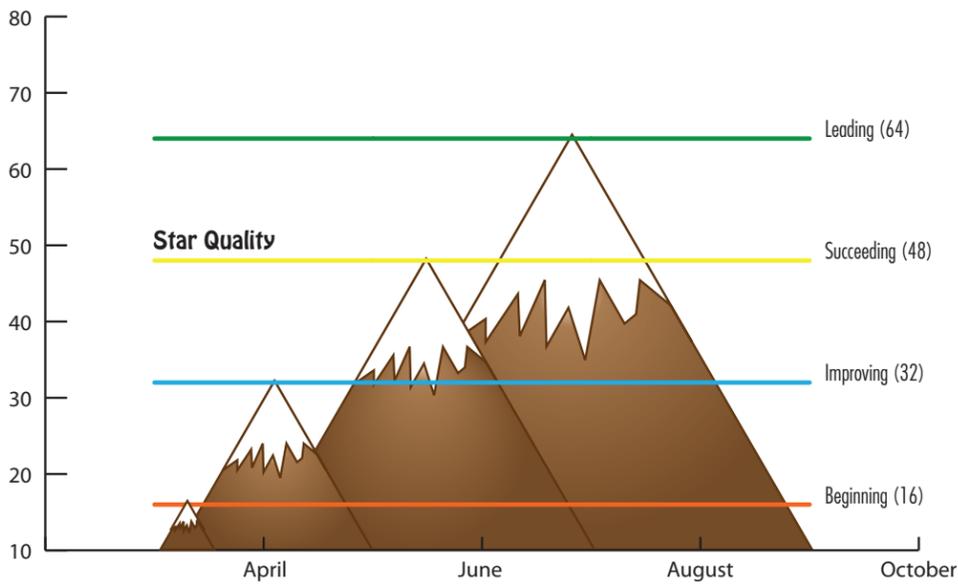
Topic	Beginning Rank (1)	Improving Rank (2)	Succeeding Rank (3)	Leading Rank (4)
<b>Section One - Team</b>				
<b>Organization</b>	1. The EST is organized, but struggles to fill leadership positions.	2. The EST is generally staffed, but some leaders are challenged to accomplish responsibilities and provide deliverables.	3. EST leadership is enthusiastic. Leaders accomplish their assigned responsibilities and provide deliverables.	4. Employees quickly volunteer to become members of their unit EST and are anxious to become a leader. Membership is recognized as being positive within the unit EST work organizations.
<b>Resolving Safety Concerns</b>	1. Very few safety concerns are presented to the EST for resolution or input.	2. EST representatives and/or general employees regularly submit safety concerns for resolution. The EST response is timely, but actions are not always communicated to the work force nor tracked to completion.	3. Safety concerns are regularly submitted to the EST for resolution and actions are communicated to the work force and tracked to completion.	4. EST leaders trend the safety concerns and actions and are proactive in identifying and mitigating potential hazardous situations before they become critical.
<b>Recognition</b>	1. The EST relies mostly on laboratory level programs for safety recognition.	2. Occasionally, in EST meetings, employees are recognized for their contribution to safety and health programs.	3. The EST has a specific program/process for recognizing exceptional safety contributions (e.g. You Shine and Extra Miler).	4. The EST actually seeks opportunities to recognize employees for their safety and health contributions. This recognition is communicated throughout the EST work organizations.
<b>Training</b>	1. Many EST leaders have not participated in specific training to aid them in accomplishing their assigned role.	2. Within two months of being elected into an EST leadership position, applicable training has been completed and documented in the TRAIN system. Training includes: Inspections, investigations, safety improvement plans, trending and SOAR.	3. EST leaders participate in additional training, such as working meetings, rejuvenation day and special conferences. Team leader(s) attends a Regional or National VPPPA conference.	4. EST leaders actively mentor with other EST unit leaders and incorporate best practices as appropriate. Other organizations internally or externally seek to learn from them. EST members and leaders contribute to workshops at Regional or National VPPPA conferences.
<b>Minutes, Attendance Rosters and Actions</b>	1. Unit EST minutes, including attendance rosters, are maintained, but actions are not always tracked to completion.	2. EST minutes, attendance rosters and actions are posted in the respective VPP Nucleus EST Neighborhood within two weeks of the monthly meeting.	3. EST minutes, attendance rosters and actions are not only posted in the VPP Nucleus EST Neighborhood, but are also distributed electronically to unit EST work organizations and/or posted where computers are not readily available.	4. In addition to the criteria under succeeding, some innovative approach is used to communicate EST meeting minutes so employees are anxious to read them.
<b>Sub-teams</b>	1. The EST is meeting, but leadership for some sub-teams is lacking.	2. EST sub-team leaders are established and sub-team participants interface periodically to accomplish roles and responsibilities.	3. Inspections are accomplished according to the inspection guidelines. There is follow-up with injuries using Form 440.35. The safety improvement plan is established and maintained. Trending is accomplished. SOAR observations are being conducted.	4. Adhoc sub-teams are used beyond the basic five thus encouraging more employee involvement.
<b>Participation</b>	1. Employees tend to participate on the EST or attend awareness events more or less by assignment or duty, but they do attend.	2. Employees volunteer to assist with special work related safety events and awareness activities. Employees utilize the various involvement tools (e.g., iStretch, blueprint, Safe Living, passports, etc.).	3. When requests are issued, employees willingly volunteer to participate in community safety outreach activities. The EST actively promotes laboratory or group level safety events and activities.	4. Employees and/or ESTs are recognized by Laboratory, State or National levels for their involvement and participation in outreach activities.
<b>Section Two - Employees</b>				
<b>Representation</b>	1. Employees are aware of their unit EST, but are often not aware of who the chairperson is or their work organization’s representative.	2. Employees are cognizant of their unit EST efforts and activities and frequently read the monthly minutes.	3. Even though employees may not be in a leadership or representative position on their EST, they occasionally attend meetings. Employees working shift or unusual schedules have an interface on their unit EST.	4. Employees are aware of how their unit EST is addressing safety concerns. Employees view participation on their EST as being a positive and rewarding experience.
<b>Communication</b>	1. Employees frequently are not aware of what is being accomplished by their unit EST.	2. Most employees are aware of what is being accomplished, the actions being taken and activities being held by their unit EST.	3. Multiple mediums are used to communicate unit EST accomplishments and corrective actions.	4. There is notable involvement by many employees outside their unit EST in various safety and health programs and activities.
<b>Safety Improvement Plan (SIP)</b>	1. Employees are unaware of their unit EST annual SIP.	2. Employees are aware there is a unit EST SIP, but lack knowledge of what is contained in the plan.	3. Most employees are aware of the safety goals and objectives in their unit EST SIP.	4. Employees can directly tie their personal safety and health goals and action plans to their unit EST SIP goals and objectives. Employees are aware of the status of goals and objectives.
<b>Reporting of Safety Concerns</b>	1. Employees are hesitant and/or are late in reporting safety issues and at-risk behaviors.	2. Employees are aware of the various avenues for reporting safety issues and frequently bring concerns to the attention of their unit EST.	3. Employees view their unit EST as an active, viable avenue for correcting safety issues. Concerns are tracked to completion.	4. The unit EST trends the safety concerns data and implements proactive actions to prevent or minimize potential problems.
<b>Awareness Events</b>	1. Employees infrequently attend awareness events and question their usefulness.	2. Employees regularly participate in safety events sponsored by their unit EST.	3. Employees not only attend, but participate in the development and execution of safety events and volunteer to be on adhoc teams.	4. Employees, other than EST leaders, are frequently volunteering to participate in their unit EST events and activities.
<b>Section Three - Management</b>				
<b>Management Involvement</b>	1. Management has minimal contact with their unit EST.	2. Occasionally attends their unit EST monthly meetings.	3. Occasionally attends their unit EST meetings, always reads the monthly minutes and shares applicable information at staff meetings.	4. Regularly attends unit EST meetings, volunteers to own appropriate actions and assists with safety awareness activities.
<b>Team Utilization</b>	1. Knowledge of the unit EST is lacking. Uncertain how ESTs can assist their work organization.	2. Knowledge of their unit EST is moderate and there is an awareness of EST accomplishments.	3. Frequently solicits input from their unit EST to resolve issues. Views ESTs as value-added and not a drain on resources.	4. Fully understands their unit EST and promotes EST effectiveness to peers. Views ESTs as a contributor to reducing injuries, enhancing morale and increasing productively.
<b>Interaction</b>	1. Gathers information through the “grape vine,” but rarely interacts with their unit EST leaders.	2. Reads monthly minutes, but infrequently has a face to face discussion with their unit EST leaders.	3. Is actively involved with their unit EST leaders and keeps apprised of the team’s actions and needs. Is viewed as a team builder - one who breaks down barriers.	4. Uses personal and positional influence to impact the success of their unit EST. Body language and comments communicate a strong commitment to safety.
<b>Resources</b>	1. Provides their unit EST with resources upon request, but there is hesitancy on the part of employees to participate in EST activities.	2. Encourages employees to participate as members of their unit EST and assists with safety events.	3. Actively provides resources (e.g., money and time) for employees to resolve safety issues, thus empowering their unit EST members.	4. Actively helps their unit EST to be successful and personally recognizes safety leaders. Is utilized to remove barriers. Views safety as a value in daily laboratory operations.

# Maturity Path for Employee Safety Teams



## Plot Your Total Score

Your progress can be periodically updated and measured as your EST improves and incorporates goals.



Topic	Beginning Rank (1)	Improving Rank (2)	Succeeding Rank (3)	Leading Rank (4)
<b>Section One - Team</b>				
Organization				
Resolving Safety Concerns				
Recognition				
Training				
Minutes, Attendance Rosters and Actions				
Sub-teams				
Participation				
<b>Section Two - Employees</b>				
Representation				
Communication				
Safety Improvement Plan (SIP)				
Reporting of Safety Concerns				
Awareness Events				
<b>Section Three - Management</b>				
Management Involvement				
Team Utilization				
Interaction				
Resources				
<b>Subtotal:</b> <i>(Add the ranking numbers in each column.)</i>				
<b>Total Score for all topics:</b> <i>(Tally the subtotal columns.)</i>				

