

Question	Clarifications
Has the Stationary Source completed an initial Safety Culture Assessment as of November 2010 and documented it in a report(s)? [Co. Ord. Section 450-8.016(h)]	1. Stationary sources are required to perform a Safety Culture Assessment within one year of the issuance of the Guidance Document. The ISO Safety Culture Guidance Document was issued 11/09. [County Industrial Safety Ordinance Section 450-8.016(h)]
Has the Stationary Source used at least one of the following methodologies to perform the safety culture assessment: a) Written Survey, b) Interview, c) Observation, d) Focus Group, e) An equivalent method as approved in advance by CCHMP? [Co. Ord. Section 450-8.016 (h) and Section F.5 of the CCHMP Safety Program Guidance Document]	1. Stationary Sources may use more than one methodology to perform the assessment of the entire site. [Co. Ord. Section 450-8.016(h)]
Did the Stationary Source establish a methodology for evaluating work groups? [Section F.3 of the CCHMP Safety Program Guidance Document]	1. Stationary Sources MUST establish their assessment process and state the methodology selected for each work group. 2. The work groups assessed should at a minimum include: employees in management, supervisors, operators, maintenance, engineering, health and safety personnel and resident and applicable transient contractors. [Section F.3 of the CCHMP Safety Program Guidance Document]
Does documentation exist to show that an appropriate participation level target was chosen and achieved for each selected work group? [ Section F.3 of the CCHMP Safety Program Guidance Document]	1. While 100% participation is difficult to attain, Stationary Sources should ensure they have the maximum participation from each work group. 2. 2007 Baker Panel report achieved a 70% response rate. 3. CCHMP believes that a low participation rate may be an indicator of safety culture issues.
Did the Safety Culture Assessment address the following components: a) Management Commitment and Leadership, b) Individual Performance and Accountability, c) Peer Perception and Accountability, and d) Safety Program Performance? [Section F.6 of the CCHMP Safety Program Guidance Document]	1. The assessment must address all the listed components. Stationary Sources should consider addressing topics listed in F.6.1 through F.6. 4 of the Safety Culture Guidance Document. [Section F.6 of the CCHMP Safety Program Guidance Document]
Does the Stationary Source also maintain the following records for each Safety Culture Assessment: a) Criteria for rejection of any results or findings, b) Criteria used for determining if no actions will be taken on assessment results or recommendations, c) Rationale for prioritization of action items, d) Documentation of communications to work force, e) Qualitative and quantitative comparisons in subsequent assessments of whether improvement plans affected observable safety behavior or culture? [ Section F.8 of the CCHMP Safety Program Guidance Document]	
Was a report(s) presented to management and the workforce within 6 months of data collection? [Section F.8 of the CCHMP Safety Program Guidance Document]	1. Reports that are not completed and communicated within 9 months of data collection must be discussed in advance with CCHMP and CCHMP must provide written confirmation of the consultation. [Section F.8 of the CCHMP Safety Program Guidance Document]

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Has the Stationary Source developed a written improvement plan with a clear list of action items and identifiable milestones? [Sections F.7 and F.8 of the CCHMP Safety Program Guidance Document]	<ol style="list-style-type: none"> <li>1. Stationary Sources MUST develop an improvement plan to take steps to act on the findings of the assessment.</li> <li>2. The implementation plan MUST identify milestones.</li> </ol> [Sections F.7.1 and F.8 of the CCHMP Safety Program Guidance Document]
Has the Stationary Source developed metrics from the improvement plan to monitor the effectiveness in achieving the facility's stated goals for the safety culture program? [Section F.7.2 of the CCHMP Safety Program Guidance Document]	<ol style="list-style-type: none"> <li>1. Implementation of improvements should start within 3 months of the report presentation.</li> <li>2. Stationary Sources MUST establish goals and metrics for the improvement of safety culture at the site. These goals should encompass the state of the group values, attitudes, perceptions, competencies and patterns of behavior. The improvements must be made into a plan of action designed with metrics to assess its effectiveness in achieving the Stationary Source's stated goals.</li> <li>3. Stationary Sources need to track the progress made for items in their improvement plan.</li> </ol> [Section F.7.2 of the CCHMP Safety Program Guidance Document]
Has the Safety Culture been reassessed at least once every 5 years? [Co. Ord. Section 450-8.016(h)]	<ol style="list-style-type: none"> <li>1. After the initial assessment, Stationary Sources must perform safety culture assessments at least every 5 years. [Co. Ord. Section 450-8.016(h)]</li> </ol>
Have all ensure action items associated with the previous Safety Culture/ISO audit of the Stationary Source been addressed within this prevention program questionnaire?	<ul style="list-style-type: none"> <li>* Complete the status column in the previous CalARP/ISO audit's Summary of Action Item table for this prevention program.</li> <li>* Identify a new action item along with periodic written updates to CCHMP (e.g., monthly) to complete outstanding action items or proposed remedies identified that are past due.</li> </ul> <ol style="list-style-type: none"> <li>1. This question is only applicable to Stationary Sources that have had prior Safety Culture/ISO audits by CCHMP.</li> </ol>
Does the submitted Safety Plan accurately reflect the Safety Culture Assessments performed at the Stationary Source? [Section E.10 of the CCHMP Safety Program Guidance Document]	<ol style="list-style-type: none"> <li>1. The Safety Plan must include:               <ol style="list-style-type: none"> <li>(a) A description of what Safety Culture means to the Stationary Source;</li> <li>(b) The purpose and overall objectives of safety culture assessments;</li> <li>(c) A discussion of the type of data gathering technique(s) used (written survey, interviews, etc.) and rationale;</li> <li>(d) A description of how the Stationary Source ensures that the Safety Culture Assessment is performed as expected and how the results will be evaluated for their site; and</li> <li>(e) Plans for future revalidations. [Section E.10 of the CCHMP Safety Program Guidance Document]</li> </ol> </li> </ol>