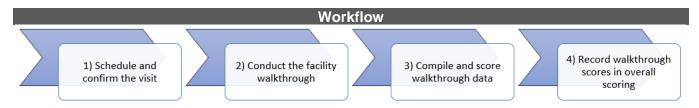# Job Aid – Site Safety Walkthroughs

Purpose

- Walkthroughs provide "hard" data, as opposed to "perception" data from survey questionnaires or worker interviews
- Provides a clearer picture of the safety culture
- Data is used when comparing survey and interview results to support or refute information previously collected data
- You are looking for any information that may help describe the safety culture
- The result is not a list of findings but evidence that can be used to develop a more accurate picture of the safety culture

Workflow

1) Schedule and confirm the visit → 2) Conduct the facility walkthrough → 3) Compile and score walkthrough data → 4) Record walkthrough scores in overall scoring

Schedule / Visit Confirmation

- Plan the site visit with the facility. This should be done well in advance to make sure appropriate personnel are present and that any conflicting activities are identified and accommodated for
- Schedule the walkthrough to attend one or more routine safety meetings
- Make clear that this activity is not a formal internal audit but is being used to support the safety culture evaluation
- Remind facility leadership that they should not perform any walkthrough preparations
- Talk to facility leadership prior to the walkthrough, offer a description of activities, address comments and questions

Conduct the Site Safety Walkthrough

- Site visits generally take approximately 2 to 3 hours per facility
- Use the Excel spreadsheet included in the Safety Culture Toolkit portal for Site Safety Walkthroughs
- A facility representative will probably accompany the walkthrough. This is helpful for answering any questions
- Take pictures if possible - check for the need for intrinsically safe devices
- Perform informal interviews with workers, if time is available, and these need to be conducted in a safe environment

Walkthrough Results

- A spreadsheet has been developed to aid the reviewer. The spreadsheet contains typical questions when reviewing previous incident reports. Some or all the questions in the spreadsheet can be used and tailored to the organization. The file's name is "NAS Safety Culture Toolkit – Site Walkthrough – FINAL.xlsx"
- The spreadsheet automatically generates a score. A traffic light grading system allows easy visualization of the results and a percentage score. Where >85% (Green) – most items appear to be in good practice; 70% - 85% (Yellow) - some items appear to be in good practice, or 70% - (Red) opportunities for improvement have been identified
- The spreadsheet has several grading options. These options are 1) Yes, the attributes of the question are satisfied; 2) Partial, where some of the attributes are satisfied; and 3) No, where minimal evidence is seen regarding the question's attributes; and 4) Not Applicable. There is also a comment area for further elaboration on any grade
- Discuss the results with facility leadership at the conclusion of the walkthrough