

SAQ Compact: the scores, GAP analysis and Action plan

How to complete the SAQ compact questionnaire

Start by determining the number of employees who need to be consulted. This is based on the total number of employed persons, which means own personnel and hired personnel (such as self-employed persons). The calculation tool provides an indication of the number of respondents required for a representative picture. The calculation tool is mandatory for the SAQ compact.

This is how the scores are calculated and displayed

You can get 0, 50 or 100 points per question. 0 points if one selects 'not', 50 points for a 'partly' answer and 100 points if one enters 'fully'. In the result, the score is expressed as the percentage of points obtained in relation to the maximum number of points that can be achieved per step. The gray colored boxes in the report indicate the highest score per theme.

The answers that do not apply are not counted.

How to interpret the scores

The questionnaire contains four descriptions for each theme that match the culture, attitude and behavior of step 2, 3, 4 or 5. You fill in for each description whether you partially, fully or not recognize yourself in it. Because the description is related to the characteristics of a step, this means that the step with the most points for that theme suits your organization best.

If, for example, employees are most likely to agree with the description associated with step 4 for the theme 'Workplace safety', then they score highest on this step. Because they may recognize themselves less in the descriptions of the lower steps, it is possible that a lower step has a lower score for that theme.

Some descriptions contain words such as 'not', 'pass' or 'only'. For example: 'I notice that my supervisor only reports and registers serious industrial accidents'. This description fits step 2. If you answer 'not' (for example because your supervisor also reports and registers the less serious accidents), you score 0 points. This means that you will probably score more points on a higher step for this topic. It is therefore possible that you score very low or not on step 2 and more on a higher step.

Sometimes for a certain theme the scores are almost the same on the different steps: for example 65% on Step 2, 65% on step 3, 60% on step 4 and 20% on step 5. This has to do with the fact that in some descriptions there is a structure in which the bar is always set a little higher.

The results in the SAQ compact are intended to provide insight into how employees experience certain safety aspects and not to provide a specific step indication as a total overview. The aim is to discuss the results with each other and to find out how the scores were established: What is going well, what do we want to improve together? Why is it that different employees have given a different score? Do we do what we have agreed upon?

It is therefore not possible to derive a real step indication from the score of the SAQ Compact!

Drawing up the GAP analysis and the ACTION plan

In the gap analysis you make a comparison between the existing and desired situation. You do this based on the results of the questionnaire in which you discuss the various themes with each other. The desired situation may be that you want to work towards a higher step, but it may also mean that there is still room for improvement within a certain step. The results are mainly intended to discover how safe and healthy the organization is and which themes you can still work on to improve safety. You draw up an action plan based on the GAP analysis. In this you describe which actions are concretely carried out to get started with the points for improvement.

[Only relevant for the Netherlands] To comply with the Dutch Governance Codex Construction Safety (ViA), when drawing up the GAP analysis, do I only have to look at the scores obtained on step 2?

No, it is the intention that you look at the results of all themes and together determine what you are going to work on. A certifying body checks whether the self-evaluation has been carried out correctly and whether the GAP analysis and the action plan have been drawn up correctly. If this is the case, a statement will be issued without a step indication. ViA values this statement as a step 2 indication because the organization shows that it takes good actions to get started with safety.

No fixed format for the GAP analysis or the ACTION plan

The [SCL manual](#) SCL manual contains several general requirements that the GAP analysis and the action plan must meet. There are no fixed formats available for the GAP analysis and the action plan because the form (how this is done) is less important. The emphasis should be on open and honest conversations to get a common understanding of what one wants to achieve in terms of attitude and behaviour.

Need support?

On our site (safetycultureladder.com) you will find a list of partners with SCL knowledge who can offer help, but these organizations can also be found elsewhere.