



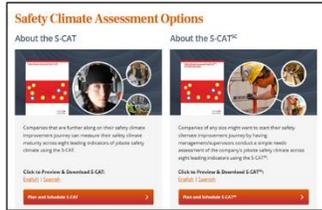
Frequently Asked Questions

I watched the 'How To' video, but can I get a quick snapshot of what I can do with the SC-SMIS?



Continuous Safety Management & Safety Climate Improvement

Conduct Safety Climate Assessment



Run Report



Safety Management Resource Repository



Schedule Annual Assessment



Plan Implementation



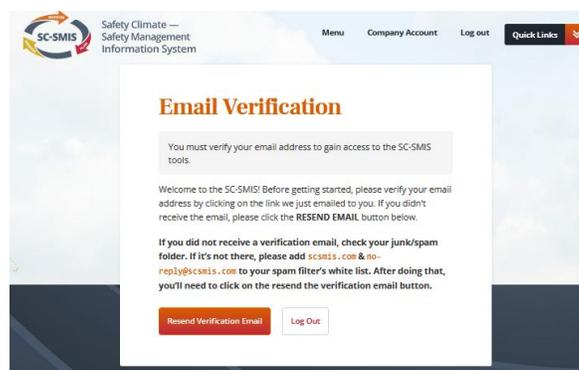
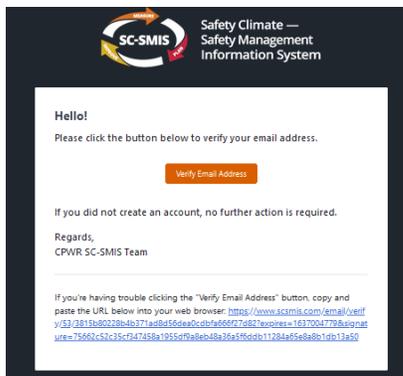
Download/Tailor Resources



How can I be sure I successfully created an account?

When you hit the 'Create an Account' button at the top of the page, the system generates and sends you an email asking you to verify the account. If you don't receive an email verification, either:

1. You entered an incorrect email address.
2. You'll need to add **scsmis.com** & **no-reply@scsmis.com** to your spam filter's white or friend list.



Passwords

Both the Primary and Alternate Administrator (if you have one) will use the Primary account holder's email and password to log-in.

Which Safety Climate Assessment should I ask employees to complete?

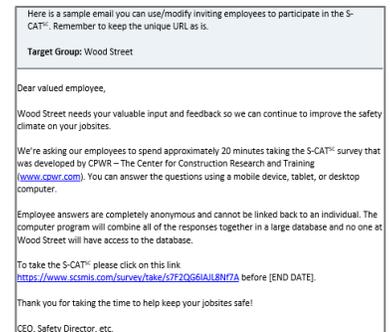
The SC-SMIS includes two assessment options, and you can use either one, or even both. The **S-CAT^{sc}** is a basic needs assessment to help companies better understand what they are currently doing and what they could do with respect to these indicators. The **S-CAT** is a more robust, reliable and valid survey that gives companies a picture of their safety climate maturity. Both surveys measure job site safety climate for these eight leading indicators:

1. Demonstrates Management Commitment
2. Aligns Safety as a Value
3. Ensures Accountability at All Levels
4. Improves Supervisory Leadership
5. Empowers and Involves Employees
6. Communicates Effectively
7. Provides Training at all Levels
8. Encourages Owner/Client Involvement

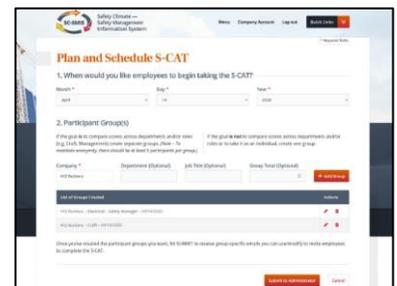


How do I let employees know that we're asking them to complete the assessment?

The SC-SMIS does not require the administrator to enter employee names or emails. Rather, once the desired group(s) are created on the 'Plan and Schedule' page, the system generates and sends the administrator a group-specific email. The assigned group name is displayed in the subject line and the body of the text contains instructional text plus the unique URL for that group. The administrator can modify the email text with their own message, but the URL must remain intact. Once it's ready to go, the administrator will forward it to the employees in that particular group.



Also, it's okay to send employees the group-specific email earlier than the date you set-up for them to begin taking an assessment.



Are there ways for employees who don't have email to take the assessment?

Administer using iPads

Open the group-specific system generated email on the iPad and let employee click on the unique URL. Some companies that use 'Jamf Pro' mobile device manager (MDM) to manage their iPads have reported that the system times-out before employees have completed the full assessment. To prevent this from happening, allow the service to recognize the survey by listing into the MDM each group-specific URL link contained in the system-generated email. Doing this should "fully" allow these URLs to operate and avoid having to change security configuration.

Administer on paper

- Go to the Safety Climate Assessments page where you can download the S-CAT or S-CAT^{SC} survey (in English or Spanish)
- Write-in by hand or use a program (e.g., adobe) to add the target group name to the top of the first page.
- Distribute the survey to employees in the target group and provide an envelope and/or secured box to put the completed form in.
- Finally, the administrator or their designee will enter the survey responses by opening up the system-generated email for the target group and clicking on the unique URL. This will need to be done for each returned survey.

Administer via a QR code that links to the Unique URL

- First, open the QR code generator from the internet. There are a number of different programs available. At CPWR we use <https://www.the-qr-code-generator.com/>.
- Copy the unique URL that's in the target group's system-generated email and paste it into the text field that asks you to enter a URL.
- The program will ask if you want it to be static or dynamic. Choose static.
- Download the created QR code and copy and paste it onto paper, poster, or make a sticker and make available for employees to scan.

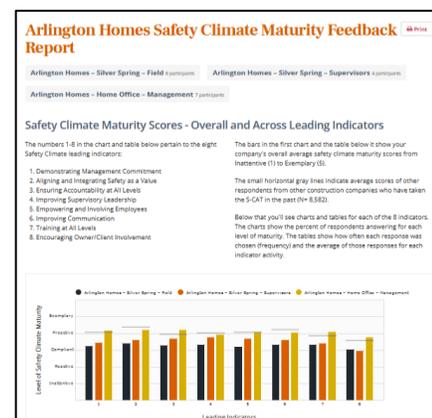
Tell me more about the reporting function

S-CAT

The three reporting options for the S-CAT are: Individual (displays scores for 1 group), Comparison (displays scores for 2-4 groups), Combined (combines scores for all groups). The number of groups that can be viewed in the comparison report is limited to four because viewing 40 different bars on one chart (8 indicators x 5 groups) would be difficult.

S-CAT^{SC}

The reporting options for the S-CAT^{SC} are the same as for the S-CAT: Individual (displays scores for 1 group), Comparison (displays scores for 2-4 groups), Combined (combines scores for all groups). However, the layout is different because the data presented are counts of responses rather than response averages.



Indicator (of 8 items)	Total number of possible responses	Doing This	Would Like To
Demonstrates Management Commitment to Safety (8)	30	12	18
Promotes and Incorporates Safety as a Value (8)	30	18	12
Ensures Accountability at All Levels (8)	40	23	17
Improves Supervisory Leadership (8)	30	14	16
Empowering and Involving Employees (8)	30	18	12
Improves Communication (8)	30	26	4
Provides Training at All Levels (8)	50	19	31
Encourages Owner/Client Involvement (8)	30	4	26
Total	330	114 (35.7%)	186 (57.3%)

Printing reports

Click the print button. The report will open up as a pdf which you can then save to your computer.

Archiving so a group's scores can be compared over time

Once you've viewed/downloaded/saved the report, you can archive the group(s). When you redo the assessment in 10-12 months with the same group(s) you can then archive those and run comparison reports for specific groups to see if the scores improved.

What if I want to create an Action Plan for a resource that's not in the repository?

If you have your own safety management resources, you can download and use the Action Plan template to help guide implementation.

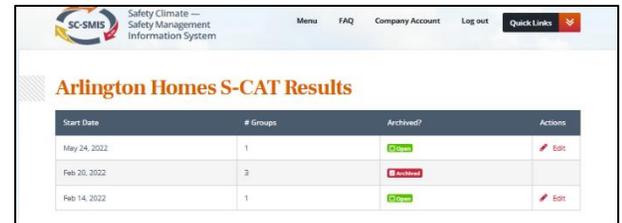
What does the 'Manage link' in the Quicklink's dropdown list do?

This link allows you to edit/change the name of the S-CAT or S-CATsc group(s) you created.

1. Click on Manage in the dropdown list.

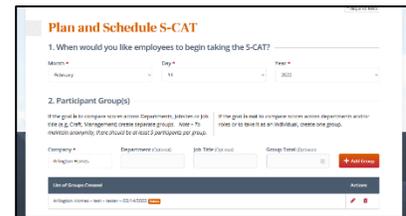


2. Look for the start date the group is scheduled to take the survey and the green 'open' and then click on 'edit'.



Start Date	# Groups	Archived?	Actions
May 24, 2022	1	Open	Edit
Feb 20, 2022	3	Archived	
Feb 14, 2022	1	Open	Edit

3. Edit the name of the group as desired and click submit.



Plan and Schedule S-CAT

1. When would you like employees to begin taking the S-CAT?

Month: Day: Year:

2. Participant Group(s)

If the goal is to compare scores across Departments, Job Sites or Jobs, use the goal to create separate groups. Note - To maintain anonymity, participants should be grouped by group.

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Company: Department: Job Title: Group Name:

List of Groups Created

Arlington Homes - Test - 123-456789