Accountability focusses on senior management accountability for the PSM system goals, considering process safety risks throughout the facility lifecycle.

Self-Assessment & Action Plan

Visit Accountability on pellet.org for:

* Self-Assessment & Action Plan Worksheets
* Improvement Tools & Resources
* Process Safety Leadership Principles and Intervention Tool



When completing the Self-Assessment & Action Plan below:

* If you identify a gap in any of the questions, develop an action plan.
* When choosing due dates for the action plans, consider the following to determine priority:
  + The anticipated effort required to close the gap and make improvements,

QR Code

* + The benefits expected from taking action and implementing change, and
  + The urgency (e.g., perceived risk) of the improvements needing to be made.

Key Resources

* [PSM Implementation: How to Use the Self-Assessment Worksheets](https://pellet.org/resources/how-to-use-the-psm-self-assessment-worksheets/)
* [Process Safety Management](https://pellet.org/safety/safety-initiatives/process-safety-management-psm/) on [pellet.org](http://pellet.org/)
* [CSA Z767 Process safety management standard (2nd edition)](https://www.csagroup.org/store/product/CSA_Z767%3A24/)

Materials are being updated all the time—come back to [pellet.org](http://www.pellet.org/) often.

Suggested Activities

* Establish a formal corporate process safety policy. Create a statement that outlines your organization’s process safety philosophy.
* Develop a process for senior management to get employee feedback about the process safety policy during implementation; solicit feedback and discuss the policy during plant visits or safety/fire prevention meetings.
* Provide process safety training and instruction to workers. Develop training programs and materials.
* Commit sufficient resources to enable the continuous improvement of process safety.

Suggested Deliverables

* Statements of the commitment to PSM in facility policies and procedures.
* Training for managers, coordinators, and supervisors in process safety culture leadership.
* Addition of PSM to recurring meetings and communications.
* Development of process safety goals with accountability.

References

* Rayner Brown, K., Murray, G., Laturnus, B., Yazdanpanah, F., Cloney, C., Amyotte, P.R. (2024). [*Integrating Process Safety Management into Canadian Wood Pellet Facilities that Generate Combustible Wood Dust.*](https://onlinelibrary.wiley.com/doi/10.1002/cjce.25462) The Canadian Journal of Chemical Engineering. 102, 4085-4103.
* WorkSafeBC. (2022). [*Managing Risks in Manufacturing Workplaces: How to Use the Self-Evaluation Tool*.](https://www.worksafebc.com/en/resources/health-safety/information-sheets/managing-risks-manufacturing-how-to-use-self-evaluation) Last accessed April 2024.
* WorkSafeBC. (2023). [*Enhancing Health & Safety Culture & Performance: Self-Evaluation Tool for Managing Risks in Manufacturing Workplaces*](https://www.worksafebc.com/resources/health-safety/checklist/managing-risks-manufacturing-assessing-mobile-equipment?lang=en&direct). Last accessed April 2024.

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|  |  |
| --- | --- |
| 1. **Has your company established (formalized and documented) goals and objectives related to process safety at your facility?**   Yes (formalized)  Yes (informal)  No  Unsure | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Check all statements that apply: Senior management does the following:**   Establishes performance requirements by setting process safety goals and objectives and makes resources available to reach these goals.  Sets process safety goals that encompass a range of risks (e.g., personnel, public, environment).  Directs decision-makers related to design to consider inherently safer design.  Ensures compliance with safe operating conditions through use of proper conduct of operations (Conduct of operations is defined as carrying out tasks in a methodical way to achieve excellence in operations).  Directs the completion of risk assessments to address mechanical equipment integrity and process integrity.  Not applicable. | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Is an approval process established for matters relating to maintenance and production?**   Yes (formalized)  Yes (informal)  No  Unsure | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Does the approval process consider risks relating to the process?**   Yes (formalized)  Yes (informal) No Unsure | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |

Review of Action Plan for Accountability

Complete the following table after corrective actions have been implemented.

|  |
| --- |
| Improvement actions taken |
| How did you ensure the controls were implemented in a timely fashion? How did you prioritize your actions? |
| How will you ensure the implemented controls will continue to be effective over time? |
| How are workers involved in developing and implementing controls? |
| How do you know that workplace decisions related to safety are effective and sustainable? |
| How do you measure change to establish a new performance expectation? |
| When changes are made, how are interrelated procedures, programs, and policies updated effectively? |
| Is a strategy for continuous improvement in place? How does this process work? |
| If you have multiple locations, are lessons learned and continuous improvements shared with other locations? How does this process work? |
| Is the safety management system self-sufficient, or does it rely on specific individuals to make it function? How do you ensure the system remains self-sufficient? |
| Overall effectiveness of improvement actions. |