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.      |