

PSM INTEGRATION TOOL: SELF-ASSESSMENT AND ACTION PLAN WORKSHEET

Element: Accountability

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

For more information on the topic of Process Safety Leadership Accountability, review the CSA Z767 *Process safety management* standard.

For guidance on how to use this assessment, review “Managing risks in manufacturing workplaces: How to use the self-evaluation tool.” (WorkSafeBC, 2022)¹

When choosing due dates as part of the action plans for improvement, it can be helpful for determining the priority to consider factors such as:

- The anticipated effort required to close the gap and make improvements,
- The benefits expected from taking action and implementing change, and
- The urgency (e.g., perceived risk) of the improvements needing to be made.

Accountability Self-Assessment

1. Has your company established (formalized and documented) goals and objectives related to process safety at your facility?

Yes (formalized) Yes (informal) No Unsure

2. 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*).

¹ Customized guidance will be created by WPAC and BCFSC.

<input type="checkbox"/> Directs the completion of risk assessments to address mechanical equipment integrity and process integrity.
3. Is an approval process established for matters relating to maintenance and production? <input type="checkbox"/> Yes (formalized process documented) <input type="checkbox"/> Yes (informal process) <input type="checkbox"/> No <input type="checkbox"/> Unsure
4. Does the approval process consider risks relating to the process? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> Not applicable

Accountability Improvement Tools and Resources²

Improvement Tool and Link
HSE (2023). Process Safety Leadership Guiding Principles
OECD (2012). Corporate Governance for Process Safety: Self-Assessment Questionnaire for Senior Leaders
Levovnik et al. (2019). The Role of Leadership in Process Safety Management System “No Process Safety Management System is an Island”
Travers, I. (2019). Practical Leadership for Process Safety Management
Control of Major Hazards (COMAH) (2018). Managing Risk - The Hazards That Can Destroy Your Business. A Guide to Leadership in Process Safety.
Control of Major Hazards (COMAH) (n.d.). Major Hazard Leadership Intervention Tool
CalOSHA (California Occupational Safety and Health) (2011). Identifying Measurable Safety Goals
Process Safety Forum (2023). Resources (Leadership Principles, Safety Leadership Charter, Lessons Learned)

Action plan for Accountability

Question number	Plans and actions needed to address gap or improve existing approach	Action owner	Due date (yyyy-mm-dd):

² Customized resources for WPAC operations will be developed.

Complete the following table after corrective actions have been implemented.

Review of action plan for Accountability

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	

References

WorkSafeBC. (2022). *Managing Risks in Manufacturing Workplaces: How to Use the Self-Evaluation Tool*. Last accessed May 30, 2023 from <https://www.worksafebc.com/en/resources/health-safety/information-sheets/managing-risks-manufacturing-how-to-use-self-evaluation>

WorkSafeBC. (2023). *Enhancing Health & Safety Culture & Performance: Self-Evaluation Tool for Managing Risks in Manufacturing Workplaces*. Last accessed May 30, 2023 from <https://www.worksafebc.com/resources/health-safety/checklist/managing-risks-manufacturing-assessing-mobile-equipment?lang=en&direct>