Process safety culture is the collective mindset of the organization with respect to safety and risk, including attitudes and behaviours.

Self-Assessment & Action Plan

Visit Process Safety Culture
on pellet.org for:

* Self-Assessment & Action Plan Worksheets
* Example Safety Culture Policy Statement
* Example of Safety Culture Survey
* Links to Webinars and Toolkits

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,
	+ 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 often.

Suggested Activities

* Create incentives and recognition for workers who provide exceptional contributions to the pursuit of process safety.
* Secure management commitment to process safety, including financial commitments, and reviewing current policies and procedures.
* Acknowledge the critical function of frontline workers in identifying hazards. Promote the role of personal responsibility for safety.
* Engage all personnel across organization levels to facilitate cooperation and commitment to enhancing safety.
* Ensure consistency in safety through formalized policies and procedures, as well as the cultivation of actions and beliefs.
* Implement initiatives to combat complacency.
* Ensure continuous improvement by regularly reviewing and refining safeguards.

Suggested Deliverables

* Documented process safety culture policy.
* Safety culture survey.
* Formal process for workers and supervisors to discuss and address process safety concerns.

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. **Is process safety leadership and competency a core value of all management?**

 [ ]  Yes (formalized) [ ]  Yes (informal) [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Is there a visible and active commitment to process safety from all levels of management?**

 [ ]  Yes (formalized) [ ]  Yes (informal) [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **As it relates to process safety culture, check all statements that apply:**

[ ]  Company policy states that process safety is a representation of successful operations.[ ]  Management regularly reviews key performance indicators (KPIs) to support the process safety management system.[ ]  Management ensures that corrective actions from risk assessments, incident investigations, and audits are addressed.[ ]  Not applicable. |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Is there an understanding of the consequences that could arise from a process safety incident (e.g., loss of control) and the impact it may have on personnel, property and the environment?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Do personnel (including operators, maintenance technicians, electricians, and instrumentation specialists) follow conduct of operation requirements?**

*Conduct of operations is defined as carrying out tasks in a methodical way to achieve**excellence in operations.* [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Do personnel (including operators, maintenance technicians, electricians, and instrumentation specialists) contact their supervisors if they have a concern about any gaps, issues, or incidents with the process safety system? Check all that apply.**

[ ]  Failures in maintenance.[ ]  Failure of work permits.[ ]  Bypasses of any safety systems (e.g., spark detectors).[ ]  Operating the process beyond safe operating limits.[ ]  Not applicable. |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Do personnel (including operators, maintenance technicians, electricians and instrumentation specialists) have the responsibility and authority to stop unsafe work or operations?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Is there open and effective communication regarding process safety?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Do personnel (including operators, maintenance technicians, electricians, and instrumentation specialists) contact their supervisors if they have a concern about any gaps, issues, or incidents with the process safety system? Check all that apply.**

[ ]  Process safety goals.[ ]  Process safety issues and concerns.[ ]  Process safety incidents.[ ]  Process safety near misses.[ ]  Process safety performance.[ ]  Not applicable. |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Does management respond in a timely way to the following (check all that apply)?**

[ ]  Process safety issues and concerns.[ ]  Process safety incidents.[ ]  Process safety near misses. |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Are process safety issues and concerns communicated with operational personnel (operators, maintenance technicians, electricians, and instrumentation specialists) in a timely way?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Are relevant process safety-related issues and incidents at other organizations or facilities communicated with relevant stakeholders (e.g., operators, supervisors) in a timely way?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **How strongly is the following statement communicated and demonstrated throughout the organization: "Management and workers both hold responsibility for the role they play in preventing a process safety incident."**

 [ ]  Strongly [ ]  Somewhat [ ]  A little  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Is there a system and process in place for senior management to engage with and consult personnel and workers on the implementation of the management system?**

 [ ]  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 management maintain a sense of vulnerability that a process safety incident (loss of control) can occur?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Do workers maintain a sense of vulnerability that a process safety incident (loss of control) can occur?**

 [ ]  Yes [ ]  No [ ]  Somewhat [ ]  Unsure  |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |
| 1. **Does the organization have initiatives to prevent/avoid complacency? Check all that apply:**

[ ]  Regular safety meetings and briefings.[ ]  Refresher training.[ ]  Development, sharing, or review of safety bulletins, factsheets, or newsletters.[ ]  Sharing and discussion of process safety incidents and near misses.[ ]  Other (specify):       |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach**      |

Review of Action Plan for Process Safety Culture

Complete the following table after corrective actions have been implemented.

|  |
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| 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.      |