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. |