PSM INTEGRATION TOOL: SELF-ASSESSMENT AND ACTION PLAN WORKSHEET

Element: Process Safety Culture

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

For more information on the topic of Process Safety Culture, 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.

Process Safety Culture Self-Assessment

1. Is process safety leadership and competency a core value of all management? ☐ Yes (formalized) ☐ Yes (informal) ☐No ☐Somewhat ☐Unsure
2. Is there a visible and active commitment to process safety from all levels of management? ☐ Yes (formalized) ☐ Yes (informal) ☐No ☐Somewhat ☐Unsure
3. 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.

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[1] Customized guidance will be created by WPAC and BCFSC.

4. 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

5. 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

6. 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.

7. 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

8. Is there open and effective communication regarding process safety?

☐Yes ☐No ☐Somewhat   ☐Unsure

9. Is there open communication between all people in the organization (operations, management) around the following process safety aspects? Check all that apply.

☐ Process safety goals

☐ Process safety issues and concerns

☐ Process safety incidents

☐ Process safety near misses

☐ Process safety performance

10. 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

11. 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

12. 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

13. 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 ☐Little

14. 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

15. Does management maintain a sense of vulnerability that a process safety incident (loss of control) can occur?

☐Yes ☐No ☐Somewhat ☐Unsure

16. Do workers maintain a sense of vulnerability that a process safety incident (loss of control) can occur?

☐Yes ☐No ☐Somewhat ☐Unsure

17. 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):

Process Safety Culture Improvement Tools and Resources [2]

Improvement Tool and Link
Transport Canada (2021). Example Safety Culture Policy Statement
Manufacturing Safety Alliance of British Columbia (MSABC) (n.d.). Safety Culture: A Guide to Effective Measurement and Improvement
Energy Institute (2023). Hearts and Minds Safety Culture Toolkit
Energy Institute (2023). Hearts and Minds Safety Culture: Chronic Unease Video
Contra Costa County Health Services (CCHS) (2011). Safety Culture Assessments Overview
Contra Costa County Health Services (CCHS) (2011). Safety Culture Assessments Guidance and Example
WorkSafe Queensland (2023): Safety Climate and Safety Culture Videos, Assessment Guidance, Factsheet (Safety culture, climate and leadership), Factsheet (Getting the most out of your safety climate survey)
DuPont (2010). Safety Culture Survey Example: DuPont Safety Perception Survey
Contra Costa County Health Services (CCHS) (2011a). Safety Culture Survey Example: Baker Panel Report
Center for Chemical Process Safety (CCPS) (2021). Building Process Safety Culture Tool Kit: Tools to Enhance Process Safety Performance
WorkSafeBC (2023b). Enhancing Health & Safety Culture & Performance
HSE (2023). Organisational Culture: Guidance
HSE (n.d., a). Extract from Inspectors' Human Factors Toolkit: Safety Culture Questions

Action Plans for Process Safety Culture

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

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[2] Customized guidance will be created by WPAC and BCFSC.

Complete the following table after corrective actions have been implemented.

Review of action plan for Process Safety Culture

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