HOW TO USE PROCESS SAFETY MANAGEMENT (PSM) SELF-ASSESSMENT & ACTION PLAN WORKSHEETS

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The process safety management (PSM) self-assessment and action plan worksheets help you understand the status of your current policies, procedures, and processes, which comprise your management system for process safety risk. They will also help you integrate a functional PSM system.

The questions on the self-assessment and action plan worksheets were formulated using the CSA Z767 *Process Safety Management* standard so you can:

- Perform a gap analysis to understand the extent of the application of each of the PSM elements.
- Identify existing gaps in one's management system for process safety risk.
- Develop action plans to close gaps.
- Review the outcomes of action plans to understand further activities needed as part of continuous improvement.

Self-assessments have been developed to help evaluate each of these 16 PSM elements:

Process Safety Management Elements			
Process safety leadership	Understanding hazards and risks	Risk management	Review and improvement
Accountability	Information and documentation	Training and competency	Investigation
Regulations, codes and standards	Project review and design procedures	Management of change	Audit program
Process safety culture	Risk assessment and risk reduction	Integrity management	Enhancement of process safety knowledge
Conduct of operations and operational discipline	Human factors	Emergency management	Key performance indicators

CSA Process Safety Management (PSM) System (Credit: CSA, 2017)

Contact Gord Murray at gord@pellet.org if you would like help with your action plan, need resources, or advice on addressing specific gaps.

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PSM Element Self-Assessments & Action Plan

The Self-Assessment & Action Plan Worksheets are for your reference and use. Additional guidance will be developed as the PSM initiative progresses and other specific needs of the sector are identified.

The self-assessments are fillable Word documents. Visit WPAC's PSM webpage on pellet.org or via the QR code below to access the self-assessments and other PSM resources, including tools, resources and training modules.

Who Should Complete the Worksheets?

The worksheets should be completed by personnel who have oversight and involvement in management system development. The worksheets are designed for production superintendents, supervisors, program coordinators and managers.

A team-based approach can be used to complete the worksheets, including involvement of the Joint Health and Safety Committee (JHSC). This promotes representation across the organization and different perspectives to effectively identify gaps and opportunities for improvement and the development of action plans.

How to Answer Questions and Develop Action Plans

Answer the self-assessment questions based on what you have observed and what is currently in place at your operation. The self-assessments include a section for developing action plans, which helps with accountability and meeting due dates, to track and monitor progress, and is a form of due diligence.

On the next page is an example of how to answer self-assessment questions and develop an action plan for the management of change element. Explanatory notes are highlighted in yellow.

1. Is a management of change (MOC) program in place?

☐ Yes (formalized) ☒ Yes (informal) ☐No ☐Unsure

In this example, there is no documented/formal MOC program currently in place, but there are discussions at the organization to develop and implement one. In this case, check "Yes (informal)" and include details for an action plan below to initiate the development process.

Action owner	**Due date:**
Name of individual(s) assigned	*Realistic deadline to target based on priorities, anticipated effort, and available resources.*

Plans and actions needed to address gap or improve existing approach

The goal of the action plan is to close the gap identified through this question. Describe the steps required to reach the goal. A target date can be added to each step. Include any resources needed to help reach the goal.

Examples of action items may include the following:

1. *Add MOC program development to next JHSC meeting to discuss adding this new program to the management system. Discuss new training that will be required. (Target: April 1, 2024)*
2. *Research MOC plans and forms (see WPAC online resources). (Target: April 8, 2024)*
3. *Draft proposed MOC plan and form. (Target: April 30, 2024)*
4. *Review documents with JHSC committee and revise. (Target: May 7, 2024)*
5. *Develop rollout presentation for training session. (Target: May 21, 2024)*
6. *After rollout (~6 months): review MOC program and action.*

2. Does the MOC system manage risks associated with the following changes? Check all that apply:

☒Design changes

☒Equipment changes

☒Procedural changes

☒Organizational changes

☐Not applicable

In this example, the organization currently manages risk associated with each of these types of changes informally, so each type of change can be selected. This checklist encompasses each of the types of changes that will need to be included in the formal MOC plan that will be developed; include these in the action plan below.

Action owner	**Due date:**
Name of individual(s) assigned	*April 30, 2024*

Plans and actions needed to address gap or improve existing approach

Ensure the MOC plan includes changes related to design, equipment, procedures, and organization.

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How to Review Your Action Plan

After the action plan is complete and corrective actions have been undertaken to close the gaps, complete a review to check how well you are doing. Use the table on the last page of the self-assessment to evaluate the changes and consider what additional improvements and actions need to be undertaken to reach your goal (i.e., an implemented and effective management system element).

Review of Action Plan for Management of Change

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

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. (Manuscript in Progress)

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

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