



**STEP 1** – Read the behaviours described below  
Every **BP FPS manager** with excellent HSSE behaviours will always display the following...

**STEP 2** – For each behaviour, please indicate  how frequently the behaviour is demonstrated, when required, by **BP FPS managers** in your part of the BP FPS business

**STEP 3** – Now tick below one behaviour from this page which, in your opinion, if further developed, would make the biggest improvement to HSSE in your part of BP FPS

**STEP 4** – For the behaviour you have identified in step 3, please answer 4(a) and 4(b) to help close the gap

**Manager(s)**  
Behaviour number \_\_\_\_\_

Questionnaire

**MANAGERS**

ALWAYS	USUALLY	SOMETIMES	SELDOM
100%	>75%	25% & <75%	<25%

**Set High Standards**



MP1.1	Regularly explains HSSE expectations, and verifies understanding and compliance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP1.2	Focuses on sustainable performance improvements in occupational and process safety, and measures progress via leading and lagging indicators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP1.3	Continually emphasises that production will never compromise HSSE.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP1.4	Consistently recognises good HSSE behaviours and performance, and tackles poor HSSE performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Communicate Openly**



MP2.1	Talks face-to-face with their staff about HSSE performance and concerns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP2.2	Regularly varies communication methods to get the HSSE message across.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP2.3	Keeps the HSSE message simple and direct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP2.4	Provides prompt, honest feedback on concerns raised by the workforce.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Concern for Each Other**



MP3.1	Ensures effective mechanisms exist for people to raise HSSE and welfare concerns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP3.2	Make themselves approachable for informal discussion about HSSE concerns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP3.3	Actively encourages and supports ideas to improve HSSE performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP3.4	Gets personally involved in incident investigation to understand root causes and communicate learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Proactively Involve**



MP4.1	Ensures adequate HSSE resources and training are available; allocates sufficient time and priority for HSSE initiatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP4.2	Satisfies themselves that Getting HSE Right is properly implemented and working in practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP4.3	Takes personal action to improve HSSE performance by showing enthusiasm, decisiveness and support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MP4.4	Continually seeks new ways to widen workforce participation and involvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**STEP 4(a)** – Please explain why you have selected this behaviour

**STEP 4(b)** – In your opinion, what should be done to help close the gap?



**BP FPS HSSE Behaviours - Gap Analysis Workbook**

Everyone agrees that protecting our health, assuring the safety of ourselves and others around us, and caring for the environment is important – that is why BP FPS is committed to Getting HSSE Right. We need to find ways of making this real and relevant to our everyday working lives. We all need to look at our own behaviour and its impact on the tasks we carry out each day.

Nobody wants to hurt themselves or others. However, despite our year-on-year improvement in HSSE performance, we know that to further improve we need to focus on the human factors that cause accidents. We need to look at the positive behaviours and attitudes that contribute to improved performance, and the corresponding negative behaviours that prevent us from achieving our aims.

BP FPS has developed and agreed a set of behaviours that will help us to deliver excellent HSSE performance. We know that if we carefully look at these behaviours, we will identify areas for improvement for ourselves and our teams. Our aim is to work together to identify where the gaps are, so we can focus our improvement efforts.

The following pages focus on specific behaviours:-

- Page 1 – Behaviours which apply to everyone in BP FPS
- Page 2 – BP FPS Supervisors' behaviours
- Page 3 – BP FPS Managers' behaviours

Instructions

- 1) Please use the 4-step process on the following three pages to assess current HSSE behaviours in your part of BP FPS. The questionnaires describe the behaviours which contribute to excellent HSSE performance, which we would like to have in our organisation. It only takes about 20 minutes to complete.
- 2) Be as honest, constructive and open as you can. It is a genuine attempt for us all – at a very personal level – to take HSSE to a new level of excellence.
- 3) The questionnaires are anonymous – there is no need to provide your name. However, we would like you to provide the following information

Where in FPS do you work? .....

Are you An FPS manager ?  An FPS supervisor ?  An FPS employee who is neither a manager nor a supervisor ?  An FPS contractor ?

When you have finished this gap analysis workbook, please hand the completed workbook to your facilitator.