



**STEP 1** – Read the behaviours described below  
Every **BP FPS employee** 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 employees** 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

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

**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?

Questionnaire

**EVERYONE**

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

**Follow Rules**

EP1.1	Learns relevant local standards, rules and procedures.
EP1.2	Strictly follows rules, and always uses the right procedure for the job.
EP1.3	Demonstrates excellent personal HSSE behaviours.
EP1.4	Identifies impractical rules and procedures, and promptly suggests improvements to Supervisor.

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**Speak Up**

EP2.1	Asks questions to gain clarification and understanding; listens to others' views and concerns.
EP2.2	Promptly reports incidents, near-misses, unsafe conditions and error sources.
EP2.3	Expresses any HSSE concerns to Supervisor, including when unfit to work for any reason.
EP2.4	Challenges any unsafe behaviour on the spot.
EP2.5	If in doubt, stops the job, and warns those who may be in danger

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**Be Mindful**

EP3.1	Stays vigilant, maintains continual awareness of hazards, surroundings and adjacent work.
EP3.2	Anticipates possible risks and problems; constantly asks 'what could go wrong?'
EP3.3	Takes time to plan and organise necessary steps and resources to do the job safely, and keep the workplace tidy.
EP3.4	Avoids assumptions, verifies and checks understanding when unsure.

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**Get Involved**

EP4.1	Takes care of other team members, and supports team HSSE standards.
EP4.2	Contributes to team HSSE discussions and meetings.
EP4.3	Participates in local programmes or initiatives to improve HSSE performance
EP4.4	Shares own HSSE knowledge and learning with others.

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**STEP 1** – Read the behaviours described below  
Every **BP FPS supervisor** 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 supervisor** 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

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

**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?

Questionnaire

**SUPERVISORS**

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

**Deliver HSE Excellence**

SP1.1	Visits the worksite frequently to ensure compliance, and discusses HSSE issues with team.
SP1.2	Explains to team that HSSE excellence is expected of them.
SP1.3	Helps team to resolve production/HSSE conflicts.
SP1.4	Able to challenge others, and accept challenges.

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**Encourage the Team**

SP2.1	Gets to know the strengths and limitations of each team member.
SP2.2	Seeks and listens to team HSSE suggestions, concerns and ideas.
SP2.3	Recognises and rewards good individual and team HSSE performance, and deals firmly and fairly with poor performance.
SP2.4	Promptly acts on HSSE concerns, seeking management support where necessary.

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**Promote Risk Awareness**

SP3.1	Takes time to plan work with team, challenging any complacency about routine work.
SP3.2	Uses their experience to help team to recognise and manage hazards and risks.
SP3.3	Encourages the team to be wary, and stop the job if they have HSSE concerns.
SP3.4	Carefully reassesses hazards and risks when changes occur.
SP2.5	Considers other hazards, eg security, health, environment.

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**Involve the Team**

SP4.1	Works with the team to ensure they understand their HSSE goals and responsibilities.
SP4.2	Regularly initiates team discussions about HSSE performance, and shares lessons learned.
SP4.3	Supports, coaches and involves team members in implementing HSSE improvements.

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