

Process Safety Training Needs Worksheet

Use this worksheet to identify the people, plant scenarios, documents, and practical outcomes that should shape an in-house MHI, HAZOP, risk assessment, or emergency-planning course.

Facility / Area	Date	Reference
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Your facility and training objective

☐	Facility, process areas, and dangerous substances in scope	Y / N / N/A	
☐	Reason for training: MHI readiness, HAZOP participation, risk assessment, emergency planning, or change project	Y / N / N/A	
☐	Upcoming study, submission, audit, project, or operational change	Y / N / N/A	
☐	Existing procedures, drawings, assessments, and emergency plans available for use in exercises	Y / N / N/A	

Who needs to be in the room

☐	Operations representatives who understand normal and abnormal plant behaviour	Y / N / N/A	
☐	Process, maintenance, instrumentation, engineering, and project personnel	Y / N / N/A	
☐	Safety, environmental, quality, and emergency-response coordinators	Y / N / N/A	
☐	Managers who must assign actions, resources, and accountable owners	Y / N / N/A	

Practical scenarios to use

☐	Loss of containment, fire, explosion, toxic release, or runaway-reaction scenario	Y / N / N/A	
☐	P&ID, operating procedure, cause-and-effect chart, or layout that needs closer review	Y / N / N/A	
☐	Emergency scenario that requires clearer roles, communications, or off-site coordination	Y / N / N/A	
☐	Open HAZOP, MHI, QRA, BowTie, audit, or management-of-change action	Y / N / N/A	

What good looks like after training

☐	Participants can explain the study purpose, their role, and the information they must bring	Y / N / N/A	
☐	The team can identify credible deviations, causes, consequences, safeguards, and actions	Y / N / N/A	
☐	Action owners can write clear close-out evidence and escalate unresolved risk	Y / N / N/A	
☐	The training plan includes a workplace exercise, follow-up owner, and review date	Y / N / N/A	

Use note: Adapt this resource to the site's hazards, legal duties, engineering standards, and management system. A checklist does not replace competent technical review.