



**Energy Facility Contractors Group (EFCOG)
Integrated Safety Management (ISM) Working Group**

**Meeting Minutes
Energy Facility Contractors Group (EFCOG)
Integrated Safety Management (ISM) Working Group (WG)
Friday, May 14, 2004**

This summary represents an outline of the meeting minutes of the EFCOG ISM Working Group EFCOG Meeting. The meeting was attended by various WG Officers, Subgroup Chairs, DOE sponsors and a representative of the DNFSB.

I. Participants

- Joe Yanek, WSRC, ISM WG Chair
- Norman Baker, Duratek, Vice Chair, Quality Assurance SG
- John Irving, Bechtel BWXT, INEEL Chair, Environmental SG
- Susi Jackson, LLNL, WG Secretary
- Susan Kimmerly, BJ-OR Chair, Feedback and Improvement SG
- Emil Morrow, NNSA
- Carl Ostenak, LANL, Co-Chair, Integrated Management Task Team
- Michael Mason, Bechtel-SAIC YMP, Quality Assurance SG
- Timothy Dwyer, DNFSB
- Steven Woodbury, EH-43 DOE-HQ
- Barbara Hargis, LANL, Chair, Occupational Safety & Health SG

II. Opening Remarks

Joe Yanek opened the meeting and welcomed all participants. With safety first, it was noted that there were no accidents during the meeting and encouraged all attendees to drive safely on their trips home.

Joe reported on the Executive Directors meeting stating that it was very busy with many initiatives. A concern expressed by the Executive Directors was that it was not clear if the working group chairs are cross communicating actions or products that are on-going. An example used was the ESH metrics that were developed for "evaluating" contractors in bid selection that had not been made available to the various groups.

Joe also stated that he would be attending the EFCOG Working Group Chair and Annual EFCOG meeting in Washington DC at which time he will be required to report on the working groups progress. He requested that each subgroup provide a list of their 3-4 priority items/accomplishments /initiatives, etc. for the upcoming year to him by the last week in May.



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Other items of interest:

Carl Osternak was asked by John Longnecker to participate in EFCOG's activities relative to security.

New officers within the subgroups:

- Susi Jackson – ISM Working Group Secretary
- John Irving is the new Chair for the Environmental Subgroup and Alice Ikenberry is the new Vice Chair

Action Items:

- Subgroup Chairs to provide bullets of their 3-4 priority items/ accomplishments/initiatives within the next week - All Subgroup Leads
- Set up a Teleconference after the Directors Meeting before the 4th. – Ed Yatsko

III. Fall Meeting

The next ISM WG Semi-Annual Meeting will be held at the Energy Training Complex in Albuquerque New Mexico on November 15 – 19, 2004. Subgroup Chairs are requested to send their meeting room requirements and dates to Susi or Ed Yatsko. The large conference room (for about 125 people) has been reserved and will be used as follows:

- QA SG – All day November 15 and the morning of November 16.
- OSH SG/Occupational Medicine Task Group - Afternoon on November 16 and all day on November 17. It was noted that the OSH SG/Rad Con Task Group may also get meeting space at Sandia.

Details will be made available at a later date.

IV. Subgroup (SG) Reports

A. Environmental SG

John Irving, Subgroup Chair, reported that they had 15 participants at their meeting and have established four task groups. John also stated that the Subgroup has developed a list of contractors that have been utilized in efforts to develop or measure a facilities EMS. The Subgroup also



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requested that they would like to meet at an alternative site at least once a year.

B. Feedback & Improvement SG

Susan Kimmerly, Subgroup Chair, reported that there were 22 people who attended the SG meeting. The Human Performance presentation was especially good. The Human Performance contact is S. Bush from INEEL.

Rex Beach provided guidance on effectiveness reviews. This subject will be coordinated with the PAAA Working Group.

Independent Assessments – Steve Johnson WSRC, is looking to get collaboration among the various companies in determining if actions in this area are appropriate.

The Best Practices effort rolled up into the Feedback and Improvement Subgroup. Meredith Brown, LANL, will chair this task group. The QA Subgroup will add someone to this effort.

C. Occupational Safety and Health (OSH) SG

Barbara Hargis, Subgroup Chair, reported they had excellent participation in the Industrial Hygiene/ Industrial Safety and Radiation Protection Task Groups. The Occupational Medicine Task Group however met earlier at LANL.

Barbara stated that the Occupational Medicine Task Group is developing a position paper on the new requirement to report any meeting with a Physiologists as part of the HRP.

She also said that the IHIS Task Group is working on a behavior based safety white paper. They would like to put out on the website as for information only. The Task Group is looking to add additional members to expand their level of activity in the upcoming year.

There was concern expressed by the Subgroup members who attended the meeting about the proposed new rule on worker safety (10CFR851) and the potential impacts to the contractor community.

D. Quality Assurance SG



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Norm Barker, Subgroup Vice Chair, reported that the subgroup is conducting monthly conference calls with the TG Leads and their DOE POC, Mr. Chris Lagdon (DOE, EH31).

Norm also reported that the Training and Development Task Group will be putting together a QA lessons learned training session at the November meetings.

Quality Engineering Group – looking at welding problems – Ron Ruth by end of June. HEPA filter testing evaluation – dealing with the closure Oakridge testing – (Tim D – letter in the signature chain need to do some catch=up)

E. Integrated Management Task Team

Carl Osternak, Task Team Co-Lead, reported that the team met and is preparing a whiter paper on what is/should be the objective of Integrated Management.

V. Adjourn

The meeting was concluded at 1:40PM (EST). The next Working Group meeting is scheduled for November 15 – 19, 2004.