



Meeting Minutes

Energy Facility Contractors Group (EFCOG) Integrated Safety Management (ISM) Working Group (WG) Feedback & Improvement Subgroup

ORPS Task Group Meeting

**Fall Meeting – Las Vegas, NV
November 1, 2006**

**I. Welcome and Introductions Jeannie Boyle, HQ/EH, Advisor & Meeting Lead
Gary Branson, INL**

Andy Gile, NTS welcomed attendees and provided facility information. She then introduced Jeannie Boyle and Gary Branson. Jeannie Boyle, DOE HQ Occurrence Reporting Program Manager, welcomed the meeting participants and introduced Gary Branson, INL, who then asked each participant to introduce him/herself. Attendees included:

Rex Beach, LLNL
Coy Bible, AMWTP/INL
Raymond Blowitski, DOE/HS-32
Jeannie Boyle, DOE/EH-32
Gary Branson, BEA/INL
Donald Bridgers, SNL
Dave Chaney, NNSA
Linda Collier, LANL
Terri Crippen, Sandia
Connie DeGrange, LLNL
Jim Durnan, LESO/BNL
Barbara Eccher, LLNL
Joe Field, WIPP
Doris Frazier, BJC
Andy Gile, NTS
Andy Hobbs, Oak Ridge
Dale Jackson, Oak Ridge
Dee Lynch, BSC/Yucca Mountain
Jan Penny, WSI-NV
Rick Runnels, SRS
Chuck Selman, SRS
Richard Strohl, Yucca Mountain
Chris Tolendino, Sandia
Jeff Williams, NNSA/LASO



II. Electrical Task Team

Steve Thorne, INL / Lloyd Gordon, LANL

Lloyd and Steve presented information on the activities of the electrical Task Team and the evolution of the Electrical Severity Tool. Information included:

- History of electrical events
- ESIP Area 4 - Reporting Criteria/Performance Measurement
- Lloyd is the SME, Tommy Martinez and Brian MacDonald are also key players on the Task Team
- Steve Thorne then continued presentation of ESIP Area 4 Objectives:
 - Establish standardized approach in evaluating electrical energy events
 - Develop consistent method of determining electrical event severity
 - Provide tool to assist in categorization of ORPS electrical events'
 - Provide a tool to monitor performance over time
- Lloyd Gordon presented ESIP Area 4 Status
 - Tool was piloted at select sites
 - Pilot completed August 06
 - EFCOG ESIP will recommend to DOE that tool is ready for complex-wide deployment.
 - DOE to make determination on complex-wide deployment
- Electrical Incident/Accident Critiques And Reports
 - What is hazardous energy?
 - Lloyd has led some critiques, worked with OR lead at LANL
 - Term unexpected discovery of hazardous energy
 - Describing electrical energy, not just voltage...voltage, current, power, energy, waveform
 - Takes an SME to really understand electricity
 - What is unexpected discovery?
 - How do I take into account that I used methods to protect me in case I encountered electricity.....
- Some Important Questions
 - Can we prevent all shocks? NO!
 - human error
 - equipment failure
 - everyday use of electricity
 - Are some shocks harmless? Yes!
- Problems With Reporting
 - Lack of understanding of hazard/potential for injury/and protection
 - Has led to some reports being over/under/or not reported
 - Process for critiques and reports may not lead us to the right lessons and corrective actions
 - Goal of critique, what went wrong and how to improve
- Goals
 - Need better tools for assessing & reporting electrical accidents
 - Need consistent process for evaluating electrical incidents
 - Need tools to help gather relevant electrical information during critique
- Proposed solution is 2 part package:
 - Electrical Severity Ranking Tool
 - Electrical Severity Index Tool



- Electrical Severity Ranking Tool
 - Use by SME will require gathering necessary data
 - Quantifies Electrical hazards based on national codes & standards
 - Quantifies exposure to hazard based on national codes & standards
 - Quantifies injury based on short term and long term effects....
- Electrical Severity Index Tool
 - Normalizes incidents at a site to the number of work hours performed
- Purpose Of The Proposed Tools
 - Force gathering the right information
 - Provide quantitative severity ranking
 - Account for protective measures
 - Provide method of trending based on site size
- Tool Performance
 - Improved ORPS categorization process for electrical events
 - Promotes Electrical SME at all electrical critiques
 - Help to get the right questions answered
 - More accurate failure points
 - Uses consensus Electrical Hazard classification
 - Helps recognize which events are significant
- Recommendations
 - Tool to be used by the DOE Contractors to:
 - Assist in categorizing electrical energy events
 - Determine the severity of an electrical event
 - Measure electrical safety performance over time

III. WSRC - Improvements in ORPS Reporting **Chuck Selman for Rod Hutto, SRS**

Chuck Selman presented Rod Hutto's (SRS) paper on why detail is important in ORPS reports.

- Why is detail important?
- Initiatives to help ORPS reporting detail
- WSRC final ORPS Checklist
- Going Forward

IV. Proposed Criteria Changes **Jeannie Boyle, DOE-HQ**

Jeannie Boyle presented proposed changes in ORPS criteria. Information included:

1. Occurrence Reporting Activities
2. History Of Occurrence Reporting
3. Number Of Occurrences
4. Office Of HSS
5. Mission Statement
6. HSS Org Chart
7. Update On Proposed Or Program Requirement Changes
8. Revision To Occurrence Reporting Model
9. Changes To Or Program Requirements
10. Reporting Criteria Changes (A)
11. Corporate (DOE Headquarters) Performance Indicators
12. Precursors Leading Indicators (Good information check presentation slides)
13. Quality Of Occurrence Reports (Good information check presentation slides)



14. Path Forward (Good information check presentation slides)

V. Performance Analysis Guide

Connie DeGrange, LLNL

Connie gave a history and status of the Performance Analysis guide. Presentation included:

- Performance Analysis Guide
- Performance Analysis Task Team Started Writing This Guide In Spring 2005
- DOE Requires Performance Analysis Of occurrences
- Performance Analysis Is Used To Meet The Requirements of PAAA & 851
- EFCOG Performance Analysis Guide Includes 5 Steps
- Performance Analysis Uses Common Analysis Tools To identify Recurring Occurrences Or Repeated Non Compliances
- Performance Analysis Guide Is Consistent With The INPO Process
- Performance Analysis Flow Diagram
- Performance Analysis Guide Is Close To Completion
- Oak Ridge-Incorporating Human Performance Improvement Principles Into Occurrence Reporting
- Terms
- Overview
- Reporting
- Critiques
- Investigation
- Reporting
- Causal Analysis
- Lessons Learned

VI. Causal Analysis Benchmarking

Andy Gile for Jeff Aggas, WSRC

– CAUSAL ANALYSIS BENCHMARKING WITHIN THE DOE COMPLEX BY WSRC

CONSISTENT ITEMS – TAPROOT, ETC

- 4 of 7 sites use CAT
- Specific training
- Willing to share results with all who participate
- Andy Gile will send the ism function/causal analysis chart to whoever wants it...
- Andy Gile will send chart for posting at EFCOG minutes site

VII. Secretary's Remarks at the September 2006 ISM Best Practices Workshop Jeannie Boyle, DOE HQ

- 7 key leadership behaviors
- Hand out policy statement on Secretary's remarks at ISM Best Practices...
- Where is the disconnect between Bodman's policy and the reality of major consequences for reporting...
- Patty Bubar - how to encourage reporting.....
- Comments from almost all state penalties for reporting....



VIII. Round table and Tasks/Actions

Jeannie Boyle, HQ/EH

Task 1 - Make A Statement ...Connie DeGrange, Point of Contact

- Problems with sites being fined for reporting, ...goes against Bodman's policy
- Bubar wants sites to report
- Sites that do freely report get negatively rewarded monetarily for reporting

Task 2 - Review the Manual and Guide

- Announce review
- Provide Doris Frazier feedback,
- Doris will compile and report on findings
- Change definition of corrective action
- Andy Hobbs - Link recurrence to graded approach
- Rex - idea of effectiveness

Task 3 - Andy Hobbs Comments On Criteria Changes Presented

Task 4 - Gary Branson -Establish Team To Look At Quality Of ORPS Reports...

- Get volunteers
- Establish criteria
- Look at same reports

IX. Conference Call report

Chuck Selman, SRS

Chuck Selman led a discussion on the ORPS conference calls. The discussion included:

- 45 day final reports
- Turn around time average for final reports
- Status on corporate safety metrics
- EM metrics
- Keep having calls
- Keep having conference calls? For now once a month, maybe go quarterly?
- What time of day.....11 eastern time majority.... 3rd wed....
- Get 40 lines, Jeannie will arrange
- Plan it for 15th November
- Who will put together agenda for conference call—Chuck will do agenda
- Who will lead the calls, Andy Gile, Gary Branson,
- Who is lead for what issues?
- Gary dual responsibilities.....
- Gary expressed concern for SELLS & EFCOG working together, most sites can't afford to go on 4 trips/yr...can they work together with coinciding meetings?
- Gary will talk to Ray Blowitski about it.

X. Open Forum/Path Forward

Jeannie Boyle, HQ/EH and Gary Branson, INL

Andy Hobbs gave a short presentation on Incorporating Human Performance Improvement Principles into Occurrence Reporting Covering: Terms, Reporting, Critiques, Investigation, Causal Analysis, Lessons Learned, and Performance Analysis.



XI. Next Meeting

Jeannie Boyle, HQ/EH and Gary Branson, INL

The next meeting of the ORPS Task Team will be April/May 2007 concurrent with the Spring ISM Working Group meetings. Additional information will be provided as it becomes available.

Presentations will be available on the EFCOG ISM Working Group's web site (www.EFCOG.org then click on Integrated Safety Management under Working Groups).