

# Integrated Safety Management Program Manager Sub Group Meeting Minutes October 25, 2007 – Las Vegas

## Participants:

Joe Yanek (Fluor, ISM Working Group Chairman),  
Susan Kimmerly (Bechtel-Jacobs, Oak Ridge, Working group Vice Chair),  
David Compton (Author of ISMS Manual, DR-1),  
John McDonald (CH2M Hill, ISM Program Manager Task Group Chair),  
Steve Coleman (Brookhaven National Lab, ISM Program Manager Task Group Secretary),  
Connie De Grange (LLNL),  
Karen Douglas (OST),  
Beth Evelly (BNL),  
Joe Field (WIPP),  
Thomas Helms (SRS)  
George Mortensen (INPO),  
Patricia Worthington (DOE HS-10),  
Satish Khanna (DOE HS-21),  
Agarwal Duli (DOE HS-22),  
Frank Russo (NNSA-HQ)

## Key ISM Website Links

1. EFCOG Link <http://www.efcog.org/>
2. DOE ISM Champions Link <http://www.doeism.org/>
3. 10 CFR Part 851 Website <http://www.eh.doe.gov/health/rule851/851final.html>
4. DOE ES&H ISM Resource Center <http://www.eh.doe.gov/ism/>
5. Value added of VPP [http://www.eh.doe.gov/vpp/value/VALUE\\_ADDED\\_MASTER\\_012005.pdf](http://www.eh.doe.gov/vpp/value/VALUE_ADDED_MASTER_012005.pdf)
6. 8 Principles of a Strong Safety Culture (INPO) [http://www.nrc.gov/what-we-do/regulatory/enforcement/INPO\\_PrinciplesSafetyCulture.pdf](http://www.nrc.gov/what-we-do/regulatory/enforcement/INPO_PrinciplesSafetyCulture.pdf)

## 08:00 – 08:15 Meeting Minutes Review (ISM Program Subgroup Chair)

- John McDonald, ISM Subgroup Chair reviewed the May 2007 meeting minutes.
- Discussed the “Voluntary Protection Program Tracking the Path to Safety Excellence” article by Dace Jackson. Advised participants to review the article
- From the HPI Task Group meeting, it was noted that BWXT put together a draft causal analysis guide. When issued, this guide may provide useful information to other contractors.

## 08:30 – 09:00 EFCOG ISMS WG Strategic Planning Meeting (John McDonald)

- The EFCOG Organization chart was realigned. The ES&H Group is now a stand alone group.
- Participants discussed the role of the ISM Program Manager subgroup. Preliminary feedback is:
  - The ISM Program Manager group should consider becoming an advisory group,
  - Consider the ISM Program Manager meeting as the oversight group, which pulls together the task groups. Emphasize accomplishments and commitments from participants.

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- Discussed verification of the ISM contractor program managers. This is a recurring action item. Participants have been slow to respond to identifying program manager representatives for their organizations.
- Consider changing the ISM Program Manager subgroup to the ISM Programs and Integration group. Information and exchange to include:
  - VPP/ISM interface
  - HPI/Safety Culture
  - ISM System descriptions, declaration and effectiveness
  - Causal Analysis, etc...

### **09:10 – 10:00 DOE ISM Top 10 Issues**

- Dr. Worthington talked about recent DOE accomplishments and the top 10 ISM issues. Recent accomplishments include:
  - ISM System descriptions
  - ISM Training for workshop, training on ISM (STSM) course
  - Integrated Management – DOE Oversight order
  - Oversight guidance is being developed for DOE Order 226.1
  - Examining the ISM team leader verification handbook.
- ISM Top 10 issues include:
  - ISMS Integration mechanisms for EHSS&Q
  - ISMS for integration across life-cycle (design, construction, testing, research, clean-up, etc...)
  - VPP/ISM Integration – worker involvement being the key ingredient
  - Improve work planning and control feedback and improvement effectiveness verification for corrective actions
  - Developing an effective safety culture across the DOE complex and implementing HPI Initiative tool
  - Developing and applying ISMS performance objectives, measures and commitments
  - Performing ISMS Annual Reviews and Declarations by contractors.
  - Ensuring ISMS effectiveness during contract transitions – philosophy with the different groups (i.e. multiple contractors)
  - Implementing ISMS infrastructure updating ISM directives

### **10:25 – 11:15 INPO Results of Recent Safety Culture Review (George Mortenson)**

- George provided an overview of the leadership fundamentals and INPO safety culture self assessment. Major points of discussion were:
  - Six attributes of leadership fundamentals – core values, vision, effective leadership team, engaged employees, accountability, and effective processes and structures.

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- The INPO safety culture assessment was self initiated and the purpose was to review activities and programs of other safety culture groups (NASA, IAEA, BP America) for lessons learned and answer the question are we doing the best we can do in the area of safety culture.

**11:15 – 11:40 HPI Project Update (John McDonald)**

- John gave an overview of the Human Performance Improvement (HPI) Implementation Tools Project. A detailed description of the project plan can be found on the EFCOG ISM Web Site.

**01:15 – 02:00 DOE on Safety Culture (ISM & Safety) – Dave Compton**

- Dave provided an overview of IAEA, INPO, NRC, DOE, ACSNI and Dr. James Reason on safety culture. Dave also talked about relationship between safety culture and organizational culture, actions required to improve both safety and organizations culture.

**02:00 – 03:00 Next Steps/Path Forward (Group Discussion) Action/Task Items**

- Discuss proposed changes with EFCOG leadership on the role of the ISM Program Manager Sub-group. Consider changing to ISM Integration and Management.