

ISM & Safety Culture Subgroup Charter

Draft Dec. 1, 2010 Discussion

I. Introduction

The Integrated Safety Management (ISM) & Safety Culture Subgroup is a subcommittee of the Energy Facility Contractors Group (EFCOG) ISM/QA Working Group whose intent is to foster continuous improvement in the implementation of ISM and Quality Assurance throughout the Department of Energy (DOE) Complex.

II. Purpose

The purpose of the ISM & Safety Culture Subgroup is to serve as a resource to influence ISM system improvements and understand safety culture. This will be accomplished by:

- Advancing and understanding ISM systems and Safety Culture;
- Providing a framework that enables organizational and operational learning; and
- Influence and inform contractors by sharing ISM and Safety Culture lessons learned and “Best Practices”.

III. Objectives

The objectives of the ISM & Safety Culture Subgroup are to:

- Providing the leadership and vision to move the DOE complex to a learning organization.
- Inform and advocate sharing of “Best Practices” to enhance ISM systems and Safety Culture within the DOE Complex. This includes the active exchange of successful systems, programs, practices, procedures, lessons learned, and other pertinent information of common interest to contractors and subcontractors for DOE facilities.
- Enhance collaboration among Contractor and DOE ISM champions that facilitates early involvement of complex-wide experts, in order to maximize the probability of success of ISM and Safety Culture initiatives.
- Understand the culture to improve safety performance through learning.
- Promote education, learning, training and benchmarking on ISM systems and Safety Culture initiatives by sharing of management and technical information among DOE contractors through mechanisms like workshops, task teams, pilot projects, conferences and seminars.
- Provide an avenue for advancing and sustaining continuous improvement in operational performance. This includes supporting EFCOG Working Groups, Subgroups, and member companies in meeting DOE’s expectations for overall complex performance by providing ISM system assistance, assisting in the clarification and resolution of complex-wide ISM program issues, and providing guidance on enhancing safety culture.

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III. Scope

The ISM & Safety Culture Sub Group will operate within the Charter of the ISM/QA Working Group and EFCOG. Areas that can benefit from focused and coordinated contractor attention are as follows:

- Facilitated interaction with DOE ISM Champions and contractors regarding application of ISM guiding principles and core functions in the DOE Complex.
- Event reduction through understanding, informing and learning of safety culture and Human Performance Improvement (HPI) in support of ISM.
- The ISM & Safety Culture Sub Group will not lobby, advocate independent positions, or try to change DOE policy. However, ISM practices and Safety Culture initiatives as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

IV. Organization

- The EFCOG ISM/QA Working Group Chair and Vice-Chair will appoint the Chair, Vice-Chair and Secretary of the ISM & Safety Culture Sub Group. The term of Office will normally be for two years. The Vice-Chair will normally succeed the Chair.
- When it becomes necessary to renew appointees, replace appointees, or select appointees to these positions, the ISM/QA Working Group Chair will make appointments based on input and recommendations received from the ISM & Safety Culture Sub Group.
- Participation in the ISM & Safety Culture Sub Group is open to current EFCOG members or associate members, and one or more DOE sponsor representatives. A review of representation will be conducted by the Sub Group Chair at least annually.
- The Chair and Vice-Chair will direct overall activities of the ISM & Safety Culture Sub Group.

V. Process

- ISM & Safety Culture Subgroup meetings will be held as determined by the ISM Safety & Culture Subgroup Chair or when requested by the Subgroup members.
- A regular frequency of ISM & Safety Culture Subgroup communications (i.e. meetings, electronic mail, conference calls, etc.) will be established and implemented with pre-prepared and distributed agenda. Subgroup business will be conducted primarily through these meetings and via individual telephone and electronic mail interactions.

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Occasional meetings of the Subgroup may be convened, as necessary, in conjunction with DOE ISM Champion Workshops, ISM/QA Working Group meetings or other DOE Complex-wide gatherings.

- All meeting activities are governed by EFCOG's operating procedures.
- Minutes of ISM & Safety Culture Subgroup meetings will be prepared and distributed within two weeks of those meetings to Subgroup representatives.
- The ISM & Safety Culture Subgroup Charter will be reviewed annually. Changes to the Charter require approval from the ISM & Safety Culture Subgroup Chair.