

# Integrated Safety Management Program Manager Sub Group Meeting Minutes May 3, 2007 – Atlanta, GA

## 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),  
Will Bocker (Argonne National Lab, ISM Program Manager Task Group Vice-Chair),  
John McDonald (CH2M Hill, ISM Program Manager Task Group Chair),  
Steve Coleman (Brookhaven National Lab, ISM Program Manager Task Group Secretary),  
John Click (Westinghouse Savannah River),  
Terri Crippen (Sandia)  
Al Ghovanlou (DOE-HQ HS-10),  
Gary Grant (CH2M Hill),  
Beth Streeper (INL),  
Dan Burnfield, (DNFSB),  
Harold Conner (Savannah River),  
Victor Edens (Bechtel),  
Howard Hatayama (Lawrence Berkeley),  
David Jackson (Fluor Hanford),  
William Rigot (Savannah River)  
George Mortensen (INPO),  
Ryan Ollero (BNI),  
Carol Scott (Oak Ridge),  
Renee' Stewart (Savannah River)  
Paul Wasilko (BWXT Y-12),

## 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)

# **Integrated Safety Management Program Manager Sub Group Meeting Minutes May 3, 2007 – Atlanta, GA**

## **08:00 – 08:30 Meeting Minutes Review and Recap of the Human Performance Group Meeting (ISM Subgroup Chair)**

- John McDonald, ISM Subgroup Chair reviewed the November 2006 meeting minutes.
- Reviewed action items from the November meeting. Participants have been slow to sign up for the ISM Subgroup discussion forum. Additional areas that have received limited response include:
  - § ISM Manager Training – Inventory, materials, program, and experiences.
  - § Limited response on safety culture information/tools sharing. Safety culture surveys and questionnaires from consultants and sites (e.g., GE 15 questions, HGET, Consultants, etc. Distribute surveys to participants.

## **08:30 – 09:15 INPO Safety Culture (George Mortensen)**

- Discussed INPO'S approach for evaluating safety culture and the different approaches by other organizations (NRC, IAEA). Discussed the Davis-Besse incident and responses to foster a strong safety culture.
- Discussed tools used to evaluate an organizations safety culture as well as the evaluation process.

## **09:15 – 09:25 DOE Office of Health, Safety and Security (HSS) Update. Deputy Chief for Operations. (Mike Kilpatrick)**

- Provided an overview of the formation of the HSS Reorganization.
- Overview of the DOE ISM Manual
- Provided an overview of the newly assigned Deputy Secretary
- Pat Worthington assigned as the DOE-HQ ISM Champion. Chuan Wu named as the Deputy ISM Champion
- Mike spoke of reinvigorating and strengthening the Voluntary Protection Program (VPP), and ties to OSHA and other federal programs. Communicated that the Director of HSS (Podonsky) wants to expand VPP across the complex. 27 out of 144 DOE sites are certified to the DOE VPP requirements.

## **09:25 – 09:35 DOE Operating Experience Update. DOE Office of Analysis (HS-32). Ray Blowitzki**

- Provided an overview of DOE reinvigoration of the Operating Experience program. Implementation of DOE Order 210.2. Discussed recent accomplishments. Heavy focus on external collaboration.
- SELLS program will be replaced by an Operating Experience committee.

## **09:35 – 09:45 DOE ISM Update. DOE Office of Health and Safety (HS-10). Deputy Director Ali Ghovanlou**

- Provided an overview of ongoing activities commissioned by HS-10.
- Monthly interaction with ISM Champions
- Active participation in EFCOG ISM Panels
- Discussed Maintenance and currency of the ISM Web Site

# Integrated Safety Management Program Manager Sub Group Meeting Minutes May 3, 2007 – Atlanta, GA

- DOE ISM Champions Workshop scheduled for November 2007 at Brookhaven National Laboratory. An operating experience track will be included as a track at the workshop.
- DOE-HQ hot topics include:
  - Annual ISM Declarations
  - Identify good work practices for integration of ISM with management system processes
  - Development of safety management performance, objectives and commitments.

## **09:45 – 10:10 Nuclear Decommissioning Authority (NDA) United Kingdom (Jayne Tye)**

Discussed the United Kingdom's plans for decommissioning UK nuclear facilities. Additional information can be accessed at [WWW.NDA.GOV.UK](http://WWW.NDA.GOV.UK). Key discussion points include:

- Provided an overview and background perspective of the NDA.
- NDA strategic priorities, an overview of nuclear assets and future issues faced with the decommissioning of several nuclear facilities including electrical generation.

## **10:10 – 10:30 Employee Concerns Program Forum (John McDonald)**

- John provided an overview of an employee concerns program forum (ECPF). The ECPF has participation from DOE and participation from multiple organizations across the DOE complex.
- The NRC presented their regulatory approach on safety culture.
- ECPF membership is free and they provide a password to current and past presentations.
- Attendees agreed that it would be valuable to receive periodic updates on relevant topics but there was no desire to become actively linked or engaged with the ECPF from an EFCOG perspective.

## **10:45 – 11:30 Occupational Safety and Health Committee Status (Mike Madison)**

- Provided an overview of the committee structure. The committee is made up of the occupational medicine task group, Industrial hygiene/industrial safety, chemical safety, and the electrical safety
- Discussed the Occupational Medical Task Group, 10CFR851 Occupational Medicine Concerns, 3 year plan recommendations to the DOE. Includes the development of an electrical safety handbook, and support to the DOE/NNSA center for excellence electrical safety.
- Possible collaboration on OSHA process safety relative to ISMS between the ISMS program managers task group and OSH sub group was discussed. Discussions will likely need to go on after this week to close on the outcome.

## **12:45 -- 01:30 ISM Program Document Submittal Process (John Click)**

- Provided an overview of Savannah River's approach to conducting major annual ISMS processes and documentation. Key discussion topics include:
  - Annual update of the ISMS Program Description document,
  - Annual ISMS Effectiveness reviews,
  - Annual ISMS Declaration, and
  - The development of performance objectives, measures and commitments.
- A copy of the annual declaration, program description and supporting documentation can be found on the EFCOG ISM Program Managers website [http://www.efcog.org/wg/ism\\_pm/index.htm](http://www.efcog.org/wg/ism_pm/index.htm).

# Integrated Safety Management Program Manager Sub Group Meeting Minutes May 3, 2007 – Atlanta, GA

## 01:30 – 02:30 DNFSB Current Issues (Dan Burnfield)

- Discussed results of the DNFSB 2004-1 Initiatives. Positive attributes include:
  - Creation of the Central Technical Authority (CTAs) increased the technical presence at DOE-HQ on safety.
  - Development and implementation of the ISM Manual
  - DOE ISM Champions workshops and semi-annual sharing of best practices
  - Strength of Federal oversight still waiting to see benefits from implementation of DOE Order 226.1. DNFSB staff believe 226.1 is redundant with 10CFR830 Subpart A and DOE Order 414.1A. Criterion #9 and #10 in QA Order are duplicative of 226.1
- Areas of interest include:
  - Concerns associated with ISM verifications and contract changes. Stated that DOE should consider performing an ISM verification when awarding new contracts.
  - Integration of ISM into design and build
  - Safety culture elements – Human Performance Improvement
  - Communicated that if there was one thing to change in ISM – Worker Involvement. Look into how other processes fit into ISM.
- DNFSB comments on the Texas BP incident is that DOE has the right amount of effort reviewing and understanding the incident but appears to be moving slow.

## 02:45 – 03:30 Review of Human Performance Improvement (HPI) Task Group Activities (John McDonald)

- The ISM Subgroup Chair gave an overview of the Human Performance subgroup meeting. A lessons learned document was generated and can be accessed at <http://www.hanford.gov/orp/uploadfiles/hpi%20LL.PDF> (public information documents). John informed the group that a difficulty implementing HPI was getting human resource departments on board in support of just culture principles and the culpability matrix. .
- Key discussion points and lessons learned include the following:
  - Utilize the INPO 8 Step Guide
  - Important to walkthrough with DOE and to refrain from saying that these are new requirements
  - Located in the Human Performance Fundamentals book there is A Job-site Self-Assessment template.
  - Senior Managers should be trained early, and involved with the gap analysis.
  - With the recent implementation of HPI, John reported that it is probably too early to see the number of occurrences go down, but events seem to occurring with lower consequences.

## 03:30 – 04:00 Best Practices/Web Applications/ISM Program Manager Sub Group Discussion Forum Use/Results

John McDonald discussed the EFCOG ISM Program Manager Web-site Use:

- Provided an overview of the EFCOG web-site and material it contains. In particular the ISM Program managers sub-group site and the information it contains.
- Discussion on the use of the ISM Program Manager discussion forum. Participants have been slow to register for the discussion forum.

# Integrated Safety Management Program Manager Sub Group Meeting Minutes May 3, 2007 – Atlanta, GA

- Participants suggested that the ISM Program Manager leadership team make personal phone calls when soliciting information and to walk participants through the discussion forum registration process.

## 04:00 – 04:30 Next Steps/Path Forward (Group Discussion)

### Action/Task Items

- Feedback on limiting the number of presenters to allow for more time for discussions
- Consider holding the ISM Program Manager meeting early in the EFCOG session to allow more participation from other groups.
- Tentative Action Items include:
  - Develop and issue contractor guidance documents on how to implement HPI within an ISMS framework
  - Obtain a better understanding of Safety Culture and process safety from the safety analysis group or have a panel discussion on the BP accident.
  - Determine if software can be modified for automatic notifications and inclusion of attachments for the Discussion forums.
  - With the reinvigoration of the Voluntary Protection Program (VPP), an article by Dave Jackson will be published in the "Leader" Magazine. Participants.
  - Develop an official list of contractor ISM Champions. This list should be developed through a series of phone calls with the 64 member companies and requesting a point of contact.
  - Develop a model for ISM system descriptions, Declaration and Effectiveness review processes.
  - Develop a causal analysis guide that integrates HPI Fundamentals with causal analysis. This should be a joint activity with the ORPS, feedback and improvement and human performance improvement task groups.