

## **EFCOG ISM WORKING GROUP- HPITASK GROUP MEETING**

### **Argonne National Laboratory: April 28, 2011**

#### **Introduction**

- **Vision:** The project will provide necessary guidance to contractors who wish to implement partial or comprehensive HPI program elements. The guidance documents will represent the best available information to implement HPI based on experienced contractor and DOE inputs.
- **Purpose:** This project was developed as a mutually beneficial initiative between the Department of Energy (DOE) and Energy Facility Contractors Group (EFCOG) to assist DOE contractors in making available a suite of tools recommended for the implementation of Human Performance Improvement (HPI).
- **Objective:** The HPI Working Group will align with stated EFCOG functions to: exchange successful programs, practices, procedures, and lessons learned among DOE contractors; and allow for effective interface with external organizations such as INPO and the DNFSB. The project will also benefit limited DOE HPI resources by providing one source of guidance documents to implement HPI supported by EFCOG members with DOE input and oversight.
- **Scope:** The scope of this Project is to develop and issue DOE and Contractor HPI guidance documents under the EFCOG umbrella in order to foster lessons learned, consistency, and efficiency in achieving continuous improvement using HPI tools and concepts

#### **Working Group Composition**

- **Basic Working Group Composition:**  
HPI Task Group Co-Chairs:
  - Kimbel Leffew – B&W Pantex
  - Chuck Ramsey - ORNL
- **Membership:** The working group's membership changes at each meeting. A New co-chair has been added and task leads have been assigned. Current members are obtained from the DOE sites implementing HPI concepts and tools. New members are recruited through the main ISM group. The following table identifies the group composition at the ANL meeting in April 2011. Refer to the April 28, 2011 Roster posted to the EFCOG Website.

#### **HPI Project Participants are responsible to:**

- Identify and obtain participants to support completion of project area milestones.
- Lead efforts to successfully complete assigned milestones.
- Coordinate project area activities with a designated DOE-HSS SME.

- Define project area completion approach and coordinate assigned project activities.
- Participate in project status meetings and teleconferences.
- On a monthly basis, report progress to the overall Project Manager.
- Identify the timeline for the working group's succession planning.
  - Developed objectives for HPI Website.
  - Implement the HPI Website by mid December.
  - At the spring meeting, the HPI Task Group will work on at least 2 more HPI Tools Implementation.

**FY 2011 Meeting Minutes:**

- Notes from the December 2010 Las Vegas meeting were discussed.
- Proposed a volunteer to be a secretary for the HPI Task Group but it was decided to ask for someone to volunteer at the meetings to take the notes for the minutes
- Earl Carnes discussed how HPI began giving INPO credit specifically George Mortensen. He showed a video, "On Being Wrong" by Kathryn Schulz and a discussion followed including the feeling of being right as being potentially disastrous with huge practical and social problems. Also, discussed the series of unfortunate assumptions.
- George Mortensen (INPO Point of Contact) spoke about INPOs New Human Performance Leadership Seminar Aug 1-4 2011 at INPO in Atlantic GA. He also discussed the INPO HP Leadership Working Meeting being held August 24 and 25 at INPO. He mentioned the INPO Workshop along with the new Next Level Train the Trainer Course October 3 – 6 at Newport, RI. To attend any INPO training course, you must discuss with Earl Carnes prior to being allowed the opportunity to attend. Earl is our DOE HSS contact who works with INPO. George also spoke about SOER 10-2.
- Mike Smart from AMWTP INL located in Idaho spoke about the development of training and HAT teams which are HPI action teams. He discussed the need for processes and procedures to drive how the HATs function. HPI Qualification takes approximately 1 year to complete. There are 3 levels of training for HPI practitioners including interactive Pre-Job Brief Training to perform effective PJB evaluations. This discussion included information concerning HPI assessments/investigations and when they are required. Mike discussed the development and implementation of 1<sup>st</sup> Line Leadership Training for DOE based upon the INPO model and input. Earl interjected about the course and protocols for communicating with INPO through him.
- All sites present by the April 28, 2011 roster presented an update from their respective sites. Many good approaches for HPI Implementation are being initiated across the complex. Earl reminded the group that they don't have to go build a big HPI program. To just start where they are or to start with a small experiment and build their program from there.

- The HPI Task Group has various people that attend other ISM Working Groups as the HPI Designated Person. Mark Farris from Y-12 attended the Feedback and Improvement Group. Mike Smart from AMWTP INL attended the Safety Culture Group and both reported back to the group. Mike Hassell from Hanford volunteered to be the HPI & QA representative.
- The HPI Small Working Groups were selected in Las Vegas December 2010 and were added to in this meeting. Each group will begin developing a charter, project plan and a listing of potential EFCOG deliverables for approval during the Fall 2011 Meeting.
 

The following Groups have been established:

  - a. HPI Communication Group consists of Team Lead Mike Gaden from TRU Waste Processing Center in TN, Lisa Bland from MOX Project at SRS, and Lillian Ruscic from ANL
  - b. HPI & Researchers Group consists of Team Lead Will Brocker from ANL, Bill Brown from BNL, Chuck Ramsey from ORNL, Cindy Crawford, Mike Gaden, Lillian Ruscic, Joy Kibbee from INL, and Robert Felicitas from LLNL.
  - c. HPI & Engineers Group consists of Team Lead Tom Helms, Chuck Ramsey, and Rick Hartley
  - d. HPI & Work Planning and Control Group Team Lead Tom Courtney, Joy Kibbee, Mike Smart, and Mark Farris
  - e. HPI & QA Group Lead is Mike Hassell from Hanford
- Earl Carnes (DOE HSS) and Kimbel Leffew (B&W Pantex) closed the meeting.

### **Planning for the Year Ahead**

The HPI Task Group will be working in the next year principally to finalize and publish key deliverables on the EFCOG Web Site. This will include Communication Plans, HPI integration with other ISM Groups including researchers, engineers, work planning and control, feedback and improvement and QA, as well as other HPI applications of emerging importance.

The HPI Task Group will continue to provide training and guidance to key groups of stakeholders throughout the year.

Members of the HPI Task Group will provide several presentations on HPI implementation at their respective sites for the DOE ISM Champions conference.