

ISM & Safety Culture Subgroup Charter

April 27, 2011

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 promote the DOE's Supplemental Safety Culture Elements in support of effective implementation of Integrated Safety Management (ISM) systems at the DOE sites by sharing information and facilitating the application of EFCOG Best Practices.

III. Objectives

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

- Promote education, learning, training and benchmarking on ISM systems and Safety Culture initiatives by sharing of best practices, successful systems, programs, practices, procedures, and lessons learned through mechanisms such as workshops, task teams, pilot projects, conferences and seminars.
- Enhance collaboration among Contractor and DOE ISM champions that facilitates early sharing of complex-wide safety culture experience to improve the success of ISM and Safety Culture initiatives.
- Provide assistance to organizations for improving their safety performance by understanding and strengthening their organizational culture.

IV. Scope

The ISM & Safety Culture Subgroup will operate within the Charter of the ISM/QA Working Group and EFCOG to:

- Facilitate interaction with DOE ISM Champions and Contractors regarding application of ISM Guiding Principles and Core Functions in the DOE Complex.
- Facilitate understanding, informing and learning of safety culture literature, science, and practices, for example Human Performance Improvement (HPI) and High Reliability Theory.
- Discuss and suggest improvements to ISM Practices and safety culture initiatives to DOE (the ISM & Safety Culture Subgroup will not lobby, advocate independent positions, or try to change DOE policy).
- Review and evaluate organizational accidents and determine safety culture lessons learned for DOE applications.

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V. Organization

- The EFCOG ISM/QA Working Group Chair and Vice-Chair will appoint the Chair, Vice-Chair and Secretary of the ISM & Safety Culture Subgroup. 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 Subgroup.
- Participation in the ISM & Safety Culture Subgroup 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 Subgroup Chair at least annually.
- The Chair and Vice-Chair will direct overall activities of the ISM & Safety Culture Subgroup.

VI. 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. 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.