

# Integrated Safety Management Program Manager Sub Group Meeting Minutes November 1, 2006 Las Vegas, NV

## 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 Brocker (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),  
Cindy Wagner, (Yucca Mountain),  
Tony Umek (Fluor),  
Terry Allen (VOE Oak Ridge),  
Donald Beach (LLNL),  
William Bookless (LLNL),  
Earl Carnes (DOE),  
John Click (Westinghouse Savanna River),  
Donald Fitzpatrick (Honeywell),  
Gary Grant (CH2M Hill),  
Mark Haskew (BWXT Y-12),  
Steve Johnson (WSRC),  
Pat Worthington (DOE-HQ),  
Joe Field (DOE/WIPP),  
Beth Streeper (INL),  
Byron Burkhard (Pantex),  
Carl Haller (Fluor Hanford),  
P.C. Padezanin (WSRC)

## 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 – 09:00 Meeting Minutes Review (Action Item Review, EFCOG Website Use, Best Practices/Information Sharing

### • Action Item Review

- For this meeting there was an attempt to have a joint meeting with the Environmental sub-group; however the Environmental sub-group was not able to participate.

As an alternative, Rex Beach will provide a briefing at today's meeting on the Performance Improvement sub-group's activities.

- HPI Assessment – CMM may be a good way to status a program.

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## • EFCOG 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.
- Several questions and some discussion regarding the use of the Discussion Forum and its purpose.
  - § The discussion forum is a feature that allows collaboration among sub-group members to share and comment on draft documents, users may ask questions and receive answers from appropriate sub-group officers, etc.
  - § Access to the discussion forum is controlled and for each sub-group monitors are assigned to approve access and ensure content is appropriate.
  - § Action Item - A discussion forum should be created for the ISM Program Managers sub-group.
- Suggestion – The EFCOG web-site should install a counter to determine number of users or is the data available from the web-master?

## • Best Practices/Information Sharing

- An overview of the Best Practices posted on the EFCOG web-site was provided.
  - § Concern expressed regarding consistency between documents and other EFCOG publications.
  - § ISM Manuals and Guides at one time were on the EFCOG web-site but are no longer available.
  - § Action Item – Is there a need to share ISM Basic training Programs?
- Will Brocker and Steve Lindamood are in the process of working with Rex Beech to improve the EFCOG Best Practices web-site, activities identified include:
  - § Develop an inventory of current Best Practices posted on the EFCOG site and contacting the point of contact to determine if their best practice is still current or has it been improved, is the point of contact still available,
  - § Update the EFCOG Best Practices brochure
  - § Identify a DOE Point-of-Contact
  - § Develop and implement a process for reviewing and approving Best Practices.
  - § Contact each EFCOG Working Group and Sub-group to solicit their participation in the Best Practices web-site

## 09:00 – 10:00 ISM Manual (DOE 450.4) Changes (David Compton)

- Presentation covered manual history, changes since February, and manual is expected by November.
- Question (Joe Yanek) – Will there be guidance on when an ISM verification is needed? i.e., what are the trigger points? Pat Worthington commented that DOE O 226.1 requires DOE to have an oversight plan that could provide the trigger points.
- Possible action Item – EFCOG ISM Program Managers sub-group could assist with ISM verification triggers; need to look at manual guidance.
- There is an expectation that the ISM description for DOE Site Offices will necessitate some interaction with the contractors to ensure consistency between ISM programs.
- Measurement of Performance - Goals for OSHA Statistics are FY instead of CY as required for the OSHA recordkeeping. This is a burden for some contractors in that they must do extra work to maintain FY and CY OSHA statistics. [Comment not

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discussed at the meeting – CAIRS allows generating OSHA rates for FY and CY using the same contractor provided data.]

- ISM Program Managers sub-group may be able to assist in:
  - § Annual Safety Performance Objectives, Measures and Commitments
  - § Annual ISM effectiveness reviews
  - § Annual ISM declarations
  - § Purpose is to reflect and have a discussion with DOE site offices to identify where to improve; goal is to not have it be a writing exercise.
  - § Full ISM Verification triggers – may be a ISM Program Managers sub-group white paper on last 3 triggers – 1) Loss of confidence in existing ISM system; 2) Significant problems or poor performance; and 3) significant findings.
- Some sites are concerned that the 851 required Worker Safety and Health Plan (enforceable) must be separate from the ISM System Description which may contain best practices.
- ISM Manual Attachment 2 –
  - § Supplemental Safety culture Elements are something that everyone should already be doing.
  - § Attributes are very important to safety, with the principles they describe a complete picture including safety culture.
  - § Principles must be implemented, and not necessarily all attributes.
- HPI has been integrated into new ISM manual. HPI is not going to be a new Order nor is it going to be mandated.
- Some sites are being pushed by DOE OE to be using HPI and the Nuclear Safety Culture. Pat Worthington will look into it and get back to the group.
- EFCOG continues to encourage contractors to implement HPI
- ◆ Action Item – For the ISM Manual there should be a Q&A format on the ISM web-site used by David Compton.

## **10:00 – 11:00 DOE Order 226.1 Changes DOE Health, Safety & Security (HSS) Re-Organization Impacts (Pat Worthington)**

- Review of the changes to DOE O 226.1, including:
  - § Requirement for HQ approval of CAS assigned to Field
  - § HSS is the OPI removed reference to Oversight Committee
  - § Removed reference to business operations
  - § Phased implementation strategy for security, cyber security and emergency management
- Expect revised DOE O226.1 to go to RevCom in early November 2006
- DOE HQ Health, Safety & Security (HSS) Re-organization Overview – Pat Worthington
  - § The focus of the new HSS organization is enforcement, assist and promote integrated management.

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- § Reviewed new organization structure and responsibilities.
- Joe Yanek asked Pat to assist in identifying HSS points-of-contact for each of the ISM Working Group sub-groups.

## **11:00 – 12:00 10CFR851 Status – How are Organizations approaching Workers S&H Plan Development**

- Reviewed EFCOG Project and status
- 851 Program Guide is coming soon
- Enforcement team has prepared a model for 851 NTS disposition that has been submitted to DOE OE
- Voluntary reporting of 851 items into NTS has been low. Joe encourages contractors to participate so that experience can be used as a basis for determining resources needed to implement 851.
- DOE OE still needs to publish its lessons learned report from the mock 851 inspections
- The NNSA standard review plan is good and is available on the 851 web-site
- Is there a need for 851 workshops? Pat Worthington asked for feedback.

## **01:30 – 02:00 DOE Perspective on Human Performance Improvement (John McDonald for Shirley Olinger)**

**Please see DOE Perspective on HPI presentation**

**<http://www.efcog.org/wg/ism/events/Fall06Mtg/Documents/ISMWGfall06meetindocs.htm>**

## **02:00 – 02:30 Human Performance Improvement Task Group Update (Cindy Wagner)**

- Cindy indicated that the HPI group may break up into sub-task groups (i.e. development, implementation and integration) due to the enormous scope of HPI initiatives.
- Discussed the application of HPI for the different disciplines and determination of best practices with the pilot HPI programs that have been implemented.
- Reviewed the ORPS A3 category. They are listed as causes but the HPI team believes they may really be errors.
- The group is in the process of reviewing the EFCOG Performance Analysis white paper.
- Cindy asked participants to forward information on why they chose implementation of HPI at their facilities.

## **02:30 – 03:00 Electrical Safety Project Update (Tony Umek)**

- Tony provided an overview of the electrical safety implementation plan and completed deliverables.
- Criteria and Review Approach Documents (CRADs), Qualifications Standard DOE-STD-1170-2006, and electrical safety training program information are posted on the EFCOG electrical subgroup web page.

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- Participants interested in the electrical safety project and completed deliverables should review [WWW.EFCOG.ORG/WG/ISM\\_ESIP/INDEX.HTM](http://WWW.EFCOG.ORG/WG/ISM_ESIP/INDEX.HTM)

## **03:00 – 03:20 Skill of the Worker (SOW) – Work Package Scope of Work (Gary Grant)**

- Two new documents have been posted on the Work Management working group web page. Work Management Assist Report and Review Plan and Criteria.
- Organizations/Facilities interested in an assist visit should contact the Work Management Group Chair.
- Participants discussed integration of work management group and ISM activities. This integration/coordination should occur before releasing new/revised documents.
- See the Skill of the Worker presentation for additional information

## **03:20 – 03:45 Feedback and Improvement Sub Group Update (Rex Beach)**

- Communicated that DOE HQ is focused on the new Operating Experience and DOE Order 226.1 – The group is looking at what is coming due or new initiatives.
- Final white paper for performance analysis has been posted on the EFCOG website. Includes 10CFR 851 and DOE O 210.2. The white paper is a how to perform performance analysis.
- Discussed with participants Best Practices – best practices needs to be revitalized. Will Brocker and Steve Lindamood plan to review existing best practices to see if they are still applicable.
- A challenge with the Feedback and Improvement Group is integration with other groups (QA, PAAA).

## **03:45 – 04:45 Next Steps/Path Forward (Group Discussion)**

### **Action/Task Items**

- Interface with EFCOG Work Management Working Group
- Establish Training Materials Suite
- ISM Systems Description (PSOs, Field Offices) Feedback
- Safety (ES&H) Culture Information/Tools Sharing and Material Inventory
- Single Program description document recommendations

**\* Action items will be posted on the ISM Program Website once they are agreed on and finalized with more detail.**