

Integrated Safety Management Program Manager Subgroup Charter

I. Purpose

The Integrated Safety Management (ISM) Program Manager Subgroup is a subcommittee of the Energy Facility Contractors Group (EFCOG) ISM Working Group whose intent is to foster continuous improvement in the implementation of ISM throughout the Department of Energy (DOE) Complex.

The purpose of the ISM Program Manager Subgroup is to focus on sharing contractor ISM "Best Practices", promotion of excellence in all aspects of worker safety and health processes through the implementation of ISM, and, providing overall leadership for assisting contractors in the coordination of ISM activities supporting Defense Nuclear Facilities Safety Board (DNFSB) recommendation 2004-1's implementation, Safety Culture initiatives, and contractor ISM program activities (i.e. annual reviews, description documents, performance objectives).

II. Objectives

The objectives of the ISM Program Manager Subgroup are to:

- ◆ Enhance the communications and sharing of "Best Practices" implementing ISM programs within the DOE Complex. This includes the active exchange of successful programs, practices, procedures, lessons learned, and other ISM pertinent information of common interest to contractors and subcontractors for DOE facilities.
- ◆ Enhance collaboration among Contractor and DOE ISM champions, and encourage early involvement of complex-wide experts, in order to maximize the probability of success of emergent ISM initiatives.
- ◆ Promote learning and training on ISM processes by sharing of management and technical information among DOE contractors through mechanisms like workshops, task teams, conferences and seminars.
- ◆ Provide an avenue for communications to and from DOE ISM Champions on development, implementation, and improvement of ISM programs. This includes supporting EFCOG ISM Working Groups, Subgroups, and member companies in meeting DOE's expectations for ISM programs, providing assistance in the clarification and resolution of complex-wide ISM program issues, and providing guidance on ISM program implementation.

III. Scope

The ISM Program Manager Sub Group will operate within the Charter of the ISM Working Group and EFCOG. Areas that can benefit from focused and coordinated contractor attention are as follows:

- ◆ Selection and integration of safety culture and Human Performance Initiatives (HPI) in support of ISM.
- ◆ Facilitated interaction with DOE ISM Champions and contractor Program Managers regarding application of ISM guiding principles and core functions in the DOE Complex.

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- ◆ The ISM Program Manager Sub Group will not lobby, advocate independent positions, or try to change DOE policy. However, ISM practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

IV. Organization

- ◆ The EFCOG ISM Working Group Chair and Vice-Chair will appoint the Chair, Vice-Chair and Secretary of the ISM Program Manager 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 Working Group Chair will make appointments based on input and recommendations received from the ISM Program Manager Sub Group.
- ◆ Participation in the ISM Program Manager 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 Program Manager Sub Group.

V. Process

- ◆ ISM Program Manager Subgroup meetings will be held as determined by the ISM Program Manager Subgroup Chair or when requested by the Subgroup members.
- ◆ A regular frequency of ISM Program Manager 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 Working Group meetings or other DOE Complex-wide gatherings.
- ◆ All meeting activities are governed by EFCOG's operating procedures.
- ◆ Minutes of ISM Program Manager Subgroup meetings will be prepared and distributed within two weeks of those meetings to Subgroup representatives.
- ◆ The ISM Program Manager Subgroup Charter will be reviewed annually. Changes to the Charter require approval from the ISM Program Manager Subgroup Chair.