



Open Task Report



Thursday, August 03, 2017

Working Group Integrated Safety Management

Task Group

Task Sheet Number	Task Start Date	Estimated Completion Date
ISMS-16-01	4/27/2016	5/1/2017

Coordinate with Other EFCOG Working Group All TGs under the Safety Working Group

Task Title: Document Configuration Control

Task Description: Currently EFCOG primarily produces documents in the form of guides, white papers, reports, etc. that are or have been uploaded to the EFCOG web page. The lack of any prescribed document numbering process or document management strategy such as periodic reviews for relevancy creates a challenge to potential end users of these documents.

Separate, but related, to the above task, once the strategy has been formalized, then each task group lead needs to back fit previous documents with the numbering scheme and provide direction to where the document should be filed.

Deliverable(s): Deliverable: EFCOG policy document that describes the management approach for EFCOG products to include:

1. Document numbering scheme
2. Index approach
3. Periodic review expectations
4. DOE interface/utilization protocols

Status Date:

History/Comments:

Description of Savings:

DOE Sponsor(s):

Best Practices Generated

Working Group Integrated Safety Management

Task Group Contractor Assurance System

Task Sheet Number	Task Start Date	Estimated Completion Date
CAS-14-01	12/4/2013	12/1/2015

Coordinate with Other EFCOG Working Group

Task Title: Effective Issues Management Core Elements

Task Description: A white paper describing an effective issue management program, what is an effective corrective action, and how to measure effectiveness of an issue management program.

Deliverable(s): White Paper

Status Date: On hold
7/22/2016

History/Comments: 10/31/2014 -

- Outline core elements of an effective issues management progra - Due Date 2/20/14
- Describe the elements of an effective corrective action and prove examples of corrective actions- Due Date 6/30/14
- Describe techniques for measuring effectiveness of an issue management progrm - Due Date 8/29/14

5/30/2015 - Developed draft high-level description of the elements of an effective issues management program at the Spring 2015 meeting. Draft will be distributed for further input.

Description of Savings:

DOE Sponsor(s): Colette Broussard

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Working Group Integrated Safety Management

Task Group Contractor Assurance System

Task Sheet Number	Task Start Date	Estimated Completion Date
CAS-15-02	3/1/2016	1/1/2017

Coordinate with Other EFCOG Working Group

Task Title: CAS Maturity Evaluation Tool

Task Description: As part of an overall approach in identifying the maturity of Contractor implemented DOE O 226.1 CAS programs at various sites a tool would be beneficial in assisting a contractor in evaluating the overall maturity of their CAS with appropriate consideration/flexibility dependent on their mission.

Task Elements

- Take survey results and feed into a "Maturity Evaluation Tool"
- Potentially use AECOM Tool or similar concept as a framework
- Potentially a Department product: EM/NNSA/Science/NE approaches

Deliverable(s): Evaluation Tool that each contractor can use to discern the Maturity (graded approach) for their project

Status Date: This task will begin in fall 2016 at EFCOG Fall meeting - Schedule to be completed in 2017.
7/22/2016

History/Comments: Note: this task is a successor activity of Task CAS-2015-01

Description of Savings: Overall consistency across the complex allowing for site specific determination of level of rigor.

DOE Sponsor(s): Pat Worthington and Collette Broussard

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Working Group Integrated Safety Management

Task Group Contractor Assurance System

Task Sheet Number	Task Start Date	Estimated Completion Date
CAS-15-01	10/1/2015	3/30/2016

Coordinate with Other EFCOG Working Group

Task Title: CAS Element Survey

Task Description: As part of an overall approach in identifying the maturity of CAS programs at various sites an effort is needed to identify the core elements of a DOE O 226.1CAS.

Task Elements

- Develop a Survey (Deliverable)
- o Will use a platform such as Survey Monkey
- o Need to Identify the most likely elements for yes/no response
- o Need to identify Departmental alignment (EM/Science/NNSA/NE)
- o Allow for write in elements
- Deploy to Contractor POC (NNSA/EM/Science/NE CAS owners) (action)
- o Need to develop a POC listing to deploy survey to
- o Provide two week turn around to facilitate a timely evaluation
- Evaluate Results (Deliverable)
- o Include a matrix reflecting departmental alignment, site, elements included
- o Include an evaluation of results from a data analysis perspective – not to be an evaluation of adequacy of any individual response.

Deliverable(s): Develop a Survey and Evaluate Results

Status Date: Completed the survey 7/16/2016. In process of evaluation the results. Will present results at fall EFCOG Meeting 7/22/2016 2016.

History/Comments: Note: this task is a precursor activity that will be used to support completion of Task CAS-2015-02

Description of Savings: Overall consistency across the complex allowing for site specific determination of level of rigor.

DOE Sponsor(s): Pat Worthington and Collette Broussard

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Working Group Integrated Safety Management

Task Group Human Performance Improvement

Task Sheet Number	Task Start Date	Estimated Completion Date
HPI 15-01	10/26/2015	9/30/2016

Coordinate with Other EFCOG Working Group

Task Title: HPI Best Practices that Ensure Quality V&V of Procedures and Guidance

Task Description: Submit best practices from DOE organizations related to ensuring good human factors have been considered in the validation and verification of procedures prior to approving them for use. Procedure Use and Adherence is a fundamental HPI tool; however, using an improperly conceived or written set of instructions can lead to adverse events, delays, or rework, as depicted in the Anatomy of an Event diagram. If sufficient BPs are submitted, an EFCOG Best Practices document/report will be produced.

Deliverable(s): Best Practices Report

Status Date: Email drafted and will to be sent to group requesting input electronically or brought to meeting on April 28, 2016.
4/18/2016

History/Comments:

Description of Savings: Improved work flow, improved worker engagement in the guidance process, fewer delays and potentially fewer events.

DOE Sponsor(s): Riz Shah

Best Practices Generated

Working Group Integrated Safety Management

Task Group Human Performance Improvement

Task Sheet Number	Task Start Date	Estimated Completion Date
HPI-13-01	10/1/2013	12/1/2016

Coordinate with Other EFCOG Working Group Safety Culture, QA, WM and FI

Task Title: Use of HPI Fundamentals/Tools to Improve Organizational Effectiveness

Task Description: HPI Task Group will focus on HRO/Organizational Culture Effectiveness to:

- Provide a White Paper and an EFCOG Leadership Engagement Document which includes all levels of management to improve use of HPI fundamentals to focus on behaviors and the Work Environment to improve organizational effectiveness - Phase I
- Leaders need to focus on appropriate use of HPI fundamentals including use of HPI tools to make organizational improvements
- Provide a White Paper and an EFCOG Coaching Document which includes all levels of management to improve coaching and correction in the field - Phase II
- Provide instruction to Leaders to improve Coaching and Correcting Skills

Leadership Training/Seminar

- Hands on application of coaching based upon new INPO Coaching Document and best industry practices
- Developing or Providing Leadership Training and Practices

Setting the Coaching Example

Showing what Good Coaching looks like

Reinforcing Good and Correcting incorrect behaviors

Providing Coaching metrics

- INPO model shows high performing sites perform effective coaching
- Decide on correct metrics to improve performance/behaviors from examining industry-leading processes.
- Leadership: a draft of this white paper has been developed and circulated for review.
- Coaching and Correcting: this white paper is still in the development phases. An outline, some discussion, and various resources have been gathered. Next phase is to continue documentation and get input from interested EFCOG members.

Deliverable(s): White Papers followed by Guidance Documents

Status Date: 4/18/2016

- Leadership: White paper completed. EFCOG Leadership Engagement Guide in development. Breadth of guide may be reviewed
- Coaching and Correcting: this white paper is near completion. Draft has been reviewed and will be presented at the spring 2016 meeting for submittal following incorporation of any final comments. Best practices guide to follow.

13-01.B Coaching and Correcting: A draft enhanced outline of this white paper was reviewed by the HPI group at the May 2015 EFCOG meeting. Notes and comments were compiled and will be incorporated into the next draft which will be circulated to the group and discussed by interested parties via conference call. The planned submittal date of the white paper is by the end of CY 2015 with a guidance document completed by end of CY 2016. Chuck Ramsey is the lead on this portion of the task, supported with input from the group.

History/Comments: 5/2015 - 13-01.A Leadership Engagement: The white paper Engage Leadership to improve Human Performance Fundamentals has been completed and uploaded to the HPI Group web page. Progress on the EFCOG Leadership Engagement Guidance Document is progressing towards an on-time submittal in late CY 2015. Kimbel Leffew is the lead on this portion of the task, supported with input from the group.

Description of Savings: These tasks will promote key HPI fundamental practices, including use of tools and leader-in-the-field presence, to help locations improve individual behaviors. Cost savings will result from reduced chances for events and accidents, thereby saving costs associated with personnel pain of injury and preventing down time, plus preventing costs associated with event investigations. Promoting effective coaching will also lead to better engagement and recognition of weak signals, with use of proper metrics and trending, leading to cost savings through improved organizational and process efficiencies.

DOE Sponsor(s): Rizwan Shah

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Working Group Integrated Safety Management

Task Group Safety Culture/HRO

Task Sheet Number	Task Start Date	Estimated Completion Date
SC/HRO-15-02	10/1/2015	12/30/2016

Coordinate with Other EFCOG Working Group Contractor Assurance

Task Title: Establish a comprehensive information exchange site

Task Description: Establish a communications strategy to integrate resources into a comprehensive information exchange site that includes

- Best Industry Practices
- Contractor specific safety culture evaluation resources
- Training
- Survey
- Experienced safety culture evaluators from the contractor community

Deliverable(s): Best Practice

Status Date: Sub-team established pending feedback from the ISM chair on the status of the EFCOG website restructuring
10/1/2015

History/Comments:

Description of Savings:

DOE Sponsor(s): Riz Shaw

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Working Group Integrated Safety Management

Task Group Work Management

Task Sheet Number	Task Start Date	Estimated Completion Date
WM-14-04	1/1/2015	12/31/2015

Coordinate with Other EFCOG Working Group

Task Title: Assist Visits to help with the implementation of the DOE Handbook

Task Description: Perform a minimum of two Assist visits, to perform a peer to peer evaluation on how well hosting site are implementing WP&C into all activity level work planning.

Deliverable(s): LANL Visit Completed. SNL visit planned for the fall

Status Date: This is a continuous effort.
7/19/2016

History/Comments: Assist visits provide opportunities for sites to share information, experiences, knowledge and lessons learned. Assist visits are important to help with the implementation of the Activity Level WP&C Assist of the EFCOG WP&C Guide document Note Worthy practices identified are considered as Best Practices.

11/11/2014 - This is a continually effort, with a high level of DOE's support Reference Task # WM-13-04
5/28/2015 -An Assist Visit was conducted earlier in this year at Lawrence Berkeley Laboratory (LBL). During the WM Task Group Spring Conference an out brief was provided by a representative who participated on the Assist Team and by an LBL representative. The Assist Visit provided several good practices that have been posted on the web site. A second Assist Visit has been planned for Los Alamos National Laboratory later this year. However, due to events and circumstances surrounding the recent events at LANL another site may be substituted. This has yet to be determined and will be discussed at upcoming conference calls. Sandia National Laboratory has volunteered to receive an Assist Visit during the spring of 2016.

Description of Savings:

DOE Sponsor(s): Roger Claycomb

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