

# OFFICE OF SECURE TRANSPORTATION

## POLICY NUMBER: 7.06

**TITLE:** Integrated Safety Management

**EFFECTIVE DATE:** 20 July 2006

**PURPOSE:** Establishes the foundation and responsibilities for the Integrated Safety Management (ISM) requirements within the Office of Secure Transportation (OST).

**SCOPE:** All Offices, Commands/Divisions and Branches and OST support contractor personnel.

**PROPONENT:** Safety, Security and Emergency Management Division (SSEMD)/ Environment, Safety and Health Branch (ESHB)

### REFERENCES:

- DOE M 411.1, *Safety Management Functions, Responsibilities, and Authorities Manual*, dated 12/31/2003
- DOE P 450.4, *Safety Management Systems*, dated 10/15/1996
- DOE G 450.4-1B, Vol. 1 & 2, *Integrated Safety Management System Guide*, dated 3/01/2001
- Hyperlink: [OST Integrated Safety Management System Description](#)

*Note: The OST Policy 7.04, "Site Safety Representative" will be rescinded due to organizational changes and implementation of the Command Safety Team.*

## POLICY

### 1. General Information

- a. OST is committed to integration of ISM guiding principles and core functions for all work activities. To ensure consistency and effectiveness, the seven guiding principles and five core functions are integrated into work practices. The relationship of guiding principles to core functions is shown below.

Five Core Functions	Seven Guiding Principles
1. Define Scope of Work	1. Line Management Responsibility
2. Analyze Hazards	2. Clear Roles and Responsibilities
3. Develop and Implement Controls	3. Competence Commensurate with Responsibilities
4. Perform Work within Controls	
5. Feedback and Improvement	
Specific to Core Function 1, Define Scope of Work	4. Balanced Priorities
Specific to Core Function 3, Develop and Implement Controls	5. Identification of Safety Standards
Specific to Core Function 4, Perform Work within Controls	6. Tailored Hazard Controls to Work
	7. Operations Authorization

- b. Each core function has working level procedures that provide traceability to the applicable guiding principles and ISM requirements. Additional ISM mechanisms (implementing documents) that are developed and maintained by proponents other than ESHB are identified in OST Integrated Safety Management System (see **Reference** section for OST web link) description documents.

## 2. Responsibilities

- a. The Assistant Deputy Administrator is the approval authority of OST policies.
- b. Office Managers are responsible for:
  - (1) Ensuring work activities are performed within the framework of ISM core functions and guiding principles.
  - (2) ISM expectations are communicated to their staff.
  - (3) Authorizing work that meet ISM expectations.
- c. All OST federal and contractor employees are responsible for:
  - (1) Performing work within established controls.
  - (2) Ensuring work is properly authorized prior to execution.
  - (3) Providing feedback and improvement.
- d. Director, SSEMD is responsible for:
  - (1) Defining the review and approval of primary safety function documents.
  - (2) Communicating safety work practices to other Command/Division Directors.
  - (3) Communicating ISM performance results to OST management.
- e. Chief, ESHB is responsible for:
  - (1) Identifying and developing primary safety function documents and procedures.
  - (2) Providing ISM training.
  - (3) Advising other OST organizations on ISM implementation.
  - (4) Monitoring and evaluating ISM performance.
  - (5) Maintaining ISM Policy.
  - (6) Developing and maintaining OST ISM description documents.

## 3. Requirements

- a. Primary safety function documents and procedures will:
  - (1) Be written for each of the five core functions.
  - (2) Integrate the applicable guiding principles and criteria.
  - (3) Address criteria established in DOE G 450.4, Volumes I and II.
  - (4) Be consistent with DOE Directives governing safety management functions, responsibilities and authorities (including DOE O 5480.19, *Conduct of Operations Requirements for DOE Facilities*, dated 10/23/2001).
  - (5) Use format established for ISO 2001 implementation.
  - (6) Be reviewed by implementing and supporting organizations.
- b. ISM description documents will be reviewed annually and updated as needed.
- c. ISM implementation will be:
  - (1) Monitored during self-assessments.
  - (2) Evaluated annually (during the annual update).
  - (3) Independently validated when there are significant changes (as defined in DOE G 450.4, Volumes I and II).

**OFFICIAL:**



Dennis J. Reese, Acting Assistant Deputy Administrator  
Office of Secure Transportation