




Department of Energy

Washington, DC 20585

June 6, 2006

MEMORANDUM FOR DOE ISM CHAMPIONS

FROM: CHUAN WU 
DOE ISM CHAMPION

SUBJECT: Integrated Safety Management (ISM) Best Practices Workshop

This memorandum is to announce that we will have an ISM Best Practices Workshop on September 12-13, 2006 in Aurora (near Denver), Colorado. The purpose of this workshop is to provide a structured forum for DOE facilities to share best practices in key areas focusing on improving ISM system effectiveness, as well as developing execution plans for raising the Department's safety performance. This workshop will focus on the following topical areas:

1. Work Planning and Control
2. Feedback and Improvement/Corrective Action Management Systems
3. Integrating Safety into Design & Construction
4. Measuring ISM System Effectiveness
5. DOE Safety Management and Oversight

Senior DOE and contractor managers will be leading the coordination and making arrangements for the topics, as shown in the draft agenda.

To ensure the effectiveness of this workshop, we need your office and your contractors to share ISM best practices at your facilities. All parties are encouraged to submit an abstract and a presentation outline to me, via e-mail at Chuan-Fu.Wu@hq.doe.gov, by July 12 (Wednesday). Please refer to the attached Call for Papers and the abstract submittal form for more specific information.

The Richland Operations Office (RL) and the Office of River Protection (ORP) in the DOE Office of Environmental Management are co-sponsoring this workshop. A draft agenda, which was discussed at the recent ISM Champions conference call on May 25, is attached for your information.

As noted in the draft agenda, we also plan to have parallel meetings on the afternoon of September 11, one for DOE ISM Champions and one for contractors' ISM leaders, to discuss ISM implementation issues. In addition, Human Performance Improvement training courses will be offered on September 11 and September 14.



All DOE ISM Champions and paper presenters are requested to participate in the workshop. DOE and contractor site managers are encouraged to attend and they will determine their staff's attendance, based on the subject matters to be discussed and addressed. Organizational focus, resource constraints and cost factors should also be considered.

I will keep you posted of the progress of ISM related activities and arrangements of the workshop, including program coordination and lodging/meeting registration. You are also invited to visit the DOE ISM website at <http://www.doeism.org> for up-to-date information. If you have questions concerning the workshop, please contact me at (202)586-4166. Thank you for your support.

Attachments

cc:

Clay Sell, DS
Adam Ingols, DS
Linton Brooks, NA
Jerry Paul, NA
Tom D'Agostino, NA
Jim McConnell, CDNS-NA
David Garman, US-ESE
Chip Lagdon, CNS-ESE
Ray Orbach, SC
James Rispoli, EM
Ines Triay, EM
Dennis Spurgeon, NE
Glenn Podonsky, SP
Russell Shearer, EH
Mark Whitaker, DR

Field Managers

Bill Poulson, Executive VP, WSRC
Vic Pizzuto, VP, CH2M Hill
Joe Yanek, ISM Manager, WSRC
Dave Amerine, Senior VP, Parsons
Pam Horning, VP, BWXT
George Jackson, COO, Fluor GG

Integrated Safety Management (ISM) Best Practices Workshop Agenda (DRAFT, 6/06/06)
Aurora (near Denver), Colorado
September 11-14, 2006

PURPOSE:

To create opportunities for improvement through sharing good practices in key areas focusing on improving ISM system effectiveness, as well as developing common understanding and execution plans for raising the Department's safety performance.

TOPICAL AREAS:

- Work Planning and Control
- Feedback and Improvement/Corrective Action Mgmt. Systems
- Integrating Safety into Design & Construction
- Measuring ISM System Effectiveness
- DOE Safety Management and Oversight

DOE Lead

Frank Russo
 Don Erbschloe
 Dae Chung
 Mike Weis
 Shirley Olinger

Contractor Lead

Bill Poulson, Vic Pizzuto
 Joe Yanek
 Dave Amerine
 Pam Horning
 George Jackson

AGENDA:

Monday (9/11/06)

- 8:00-5:00 – HPI Training
- 1:00-5:00 – DOE ISM Champions and PSO meeting
- 1:00-5:00 – Contractor meeting (EFCOG)
- 5:00-7:00 – Dinner (DOE only)

Coordinator

Earl Carnes
 Chuan Wu
 Dave Amerine, Joe Yanek & John McDonald
 Mike Weis

Tuesday (9/12/06)

8:00 – 10:15 General Session (I)

- 8:00-8:20 Welcome Remarks & Logistics
- 8:20-8:30 Energy Secretary's Address (Video)
- 8:30-9:00 NNSA Perspectives
- 9:00-9:30 EM Perspectives
- 9:30-10:15 Commercial Industry Best Practice

Presenter

Wu/Weis/Olinger
 Secretary Bodman
 Administrator Brooks
 Assistant Secretary Rispoli
 Guest Speaker

Coordinator

Mark Whitaker
 Frank Russo
 Chuan Wu
 Chuan Wu

10:15-10:30 Break

10:30-5:00 Breakout Sessions – Best Practices in the Five Topical Areas

(1 - 3 presentations per topic per period)

- 10:30-12:00 1st Breakout Period
- 12:00-1:00 Lunch – onsite buffet available
- 1:00-2:30 2nd Breakout Period
- 2:30-3:00 Break
- 3:00-5:00 3rd Breakout Period
- 5:30-7:00 Reception (included in guest room rate)

Wednesday (9/13/06)

8:00 – 2:30 Breakout Sessions – Best Practices in Topical Areas (continued)

- 8:00-10:00 4th Breakout Period
- 10:00-10:30 Break
- 10:30-12:00 5th Breakout Period
- 12:00-1:00 Lunch – onsite buffet available
- 1:00-2:30 6th Breakout Period
- 2:30-3:00 Break

3:00-5:00 – General Session (II) – Topics Applicable to All

- What do the contractors need from DOE to be successful?
- What are the 1-2 things which attendees will take away from the workshop?
- What would the attendees like to see at the next workshop that would be helpful to them?

Thursday (9/14/06)

- HPI Training
- PSO Meeting if Needed

Integrated Safety Management Best Practices Workshop

*Revitalizing ISM by Learning
from the Best Practices of Others*

Call for Abstracts:

Share your ISM best practices! Submit an abstract and an outline of your presentation to Dr. Chuan Wu, the DOE ISM Champion, at Chuan-Fu.Wu@hq.doe.gov, by July 12th (see attached form). Visit the DOE ISM web-site or call Chuan at 202/586-4166 for additional information.

Best Practices Sought for:

- *Work Planning and Control*
- *Feedback & Improvement/Corrective Action Mgmt. Systems*
- *Integration of Safety into Design & Construction*
- *Measuring ISM System Effectiveness*
- *DOE Safety Management and Oversight*

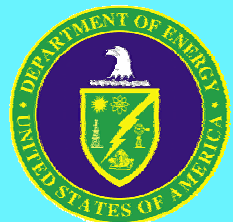
Date: September 12-13, 2006

Location: Radisson Hotel, Aurora, CO

(More details will be forthcoming in July)



Co-sponsored by the
DOE Richland Operations Office &
the DOE Office of River Protection



www.doeism.org

ISM Best Practices Workshop – Abstract and Presentation Outline Submittal Form

Topical Area (check one):

- Work Planning and Control
- Feedback and Improvement/Corrective Action Management Systems
- Integrating Safety into Design & Construction
- Measuring ISM System Effectiveness
- DOE Safety Management and Oversight

Presentation Title:

Name, Organization, E-mail Address & Phone Number of Primary Author (Presenter):

Co-Authors' Names & Organizations (as applicable):

Abstract:

Presentation Outline:

- I. Introduction
- II.
- III.
- IV.
- ... Conclusion