



Argonne
NATIONAL
LABORATORY

... for a brighter future

Preparing for the ISM Verification



U.S. Department
of Energy

UChicago ►
Argonne_{LLC}

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What is ISM Verification?

An ISM verification is a performance-based review of the functioning Integrated Safety Management (ISM) System at Argonne.

■ Phase I – CAS Review

- Completed in November

■ Phase II - ISM Verification

- Performed by ASO because it is required and it is also an advantage, getting us ready for the HSS in 2009
- Focus
 - *Implementation of integrated processes for “doing work safely”*
 - *Policies and procedures and their execution in the workplace*
 - *Planning and control of work including feedback and improvement*

Why is the ISM Verification important?

- The client has a responsibility to assure that we are meeting their requirements and expectations
- We need to assure that the **great science and other work** we do is **done safely** and in accordance with DOE requirements and expectations
- If we do this, and do it well, we maintain:
 - University of Chicago contract
 - Our reputation with the stakeholders and community



ISM Verification - July 14-23, 2008

- **Verification will focus on:**

Implementation of integrated processes for “doing work safely” – at the bench level.

You could be observed or interviewed.

- **The Verification Team will evaluate:**

Practices and Procedures

- Are they relevant to the work?
- Do they meet the functions and principles of ISM?

What are our challenges?

■ We're in transition

- Senior management
- The way we do business
- New standardized work control process in development

■ iCatch items

- Working hard to decrease the backlog of lower-risk issues

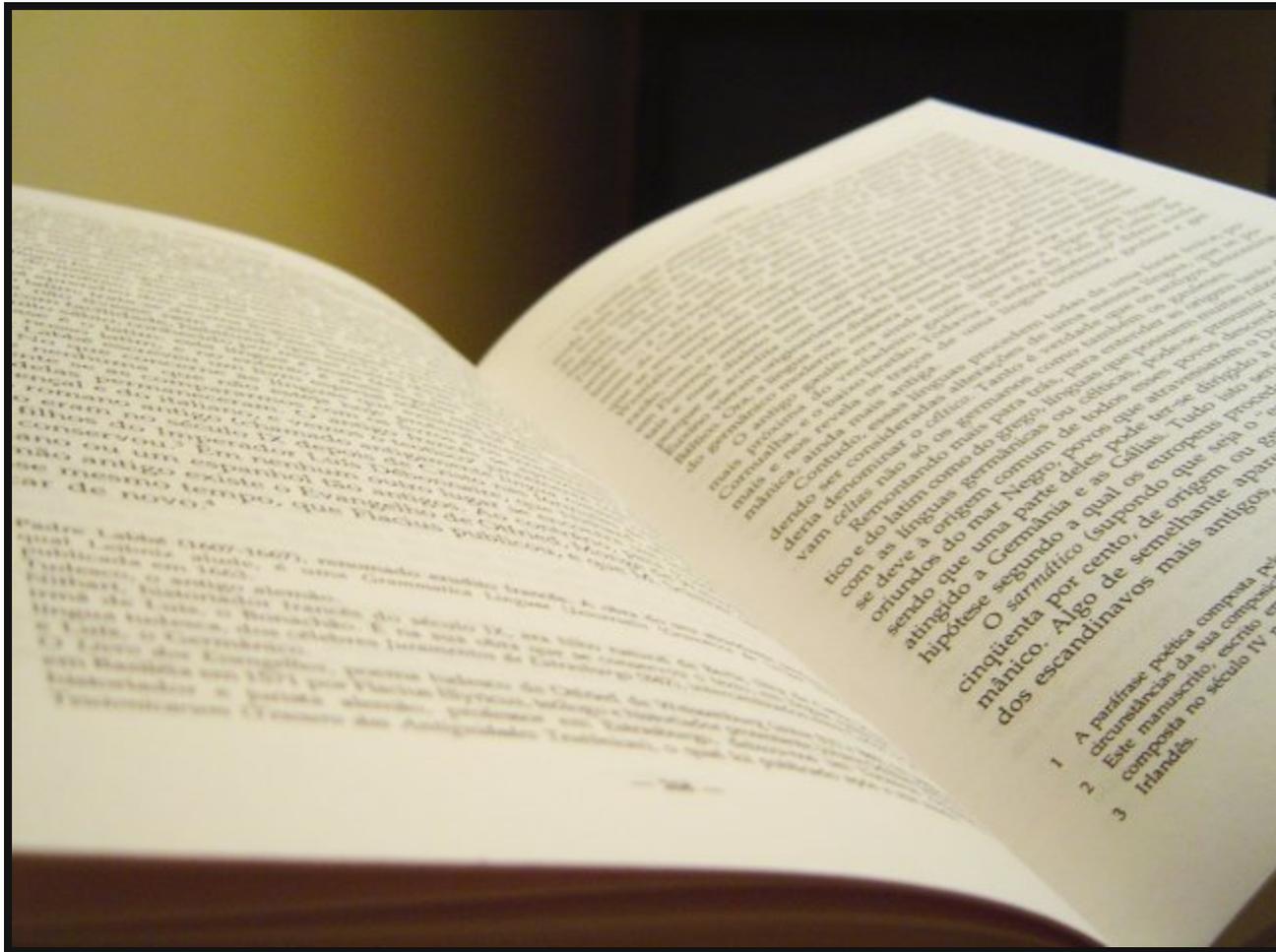
■ ESH&I List

- Large backlog of important infrastructure and equipment issues are being addressed

■ Assessments

- Reports with lots of findings
 - *Work Planning and Control,*
 - *Extent of Condition Review for High-and Moderate-Hazard Work*

We all need to be on the same page ...



- 1 A pazáfrase pódica composta por circunscrituras da sua composição
- 2 Este manuscrito, escrito em composta no século IV
- 3 Irlandês.

**DON'T
FORGET**

**THE
LYRICS!**



Favorite tunes from the Argonne ISM songbook

“With a Little Help from My Friends” – *The Beatles*



Line Management Responsibility for Safety

Line Management Responsibility for Safety

- All managers and supervisors at Argonne are responsible for the safety of the people reporting to them.
- Responsible that their direct reports:
 - Do safe work
 - Have all of the training and materials needed to accomplish that work

“You’ll Never Walk Alone” – from *“Carousel”*

ISM Support

ISM Support – Available Assistance

■ Division help

- Line management
- ESH coordinators
- Safety specialists

■ EQO Subject Matter Experts

- Electrical
- Industrial Hygiene
- Environmental, etc.

■ ISM Home Page

The screenshot shows the Argonne National Laboratory website for Integrated Safety Management (ISM). The page features a navigation menu with links to ISM Home, Guiding Principles, Core Functions, ISM Verification Essentials, FAQs & ISM Lexicon, Posters & Articles, and Guidance & Related Links. A search bar is located in the top right corner.

The main content area is titled "Integrated Safety Management - ISM" and includes a "Submit a question" form on the left. The central focus is a circular diagram illustrating the ISM process with five stages: Define Scope of Work, Analyze Hazards, Develop/Implement Controls, Perform Work, and Feedback and Improvement. The text "ISM Work Safely!" is centered within the diagram.

Below the diagram, the "Argonne ISM Objectives" are listed:

- Do work safely
- SAY what you DO, DO what you SAY.
- No work is so important that it need be done without proper safety measures

The "2008 ISM Verification Timeline" is shown as a horizontal bar chart with a legend: Preparation Activities (blue), ISM Day 2 (green), and July 14-23 - ISM Verification (red). The timeline spans from March to July.

On the right side, there is a section for "Integrated Safety Management - ISM" with introductory text and a list of "Also see / download:" links, including ISM Verification Essentials, ISM Program Description, WSH/ISMS Description - Division Specific Template, Work Planning and Control Independent Assessments Summary of Results and Path Forward - "Brockner/Barkalow Report", and Presentations and Handouts.

The footer contains logos for the U.S. Department of Energy, UChicago Argonne, and the Office of Science, Department of Energy, along with links for Privacy & Security Notice and Contact Us.

“Taking Care of Business” - BTO

ISM Verification Preparation Checklist

The Checklist

■ Discusses:

- Documentation
- Past assessment responses
- Personnel readiness
- **Questions for divisions to consider:**
 - *Does your division know your policies and procedures?*
 - *Do they know what and where your division implementing documents are?*
 - *How will they answer questions about how they do their work?*
 - *Do your people know how to talk to a reviewer?*
 - *Do you have an understanding of the Lab's strategy to deal with the assessments/iCatch items?*
 - *Do you have quantifiable and qualifiable measures for the work?*
- *Will anyone say – “We have procedures, but we don't do it that way...”?*

“Working for the Man” – Roy Orbison

Work Planning and Control – Strategy

Work Planning and Control – Strategy

Work Planning and Control Assessment - Institutional Level Weakness

- **Argonne's Response: Established Work Planning and Control Team**
 - ESH Manual Chapters 21.1 and 21.2 address WPC
 - Revised ESH Manual, Chapter 21.2 - WPC process for experimental work

- **ISM Verification Core Team Review:**
 - Believes that addressing the 10 recommendations will also address the institutional weakness, 67 of the deficiencies and 85 of the improvement opportunities
 - iCatch (ESH-2868) tracking the WP&C assessment activities

“We’ve Only Just Begun” – *The Carpenters*

iCatch Issues

iCatch Issues

■ iCatch items

- Work to decrease the backlog of lower-risk issues

■ ESH&I List

- Important infrastructure and equipment issues are being addressed



“I Get Around” – *The Beach Boys*

Vertical and Horizontal Slices

Slices

■ 5 Teams of 2 - one for each slice

■ Vertical slices

- Operations Directorate
- SUF Directorate
- ESE Directorate

■ Horizontal slices

- IS/IH
 - *Machine guarding*
 - *Baseline monitoring*
- WP&C and CAS



“Don’t Let the Sun Catch You Crying” – Gerry and the Pacemakers

Working with the ISMV Team

Working with the ISMV Team

■ Etiquette

THE OBVIOUS

- Be professional, courteous, and attentive
- Remember that you are representing Argonne National Laboratory
- Ask for clarification if you don't understand the question
- Answer the question asked
 - *Avoid guessing or volunteering information*
 - *If you don't know, say so*
- Refer the reviewer to someone who is more appropriate to answer the question
 - *Caveat – experimental work*

Etiquette

THE NOT-SO-OBVIOUS

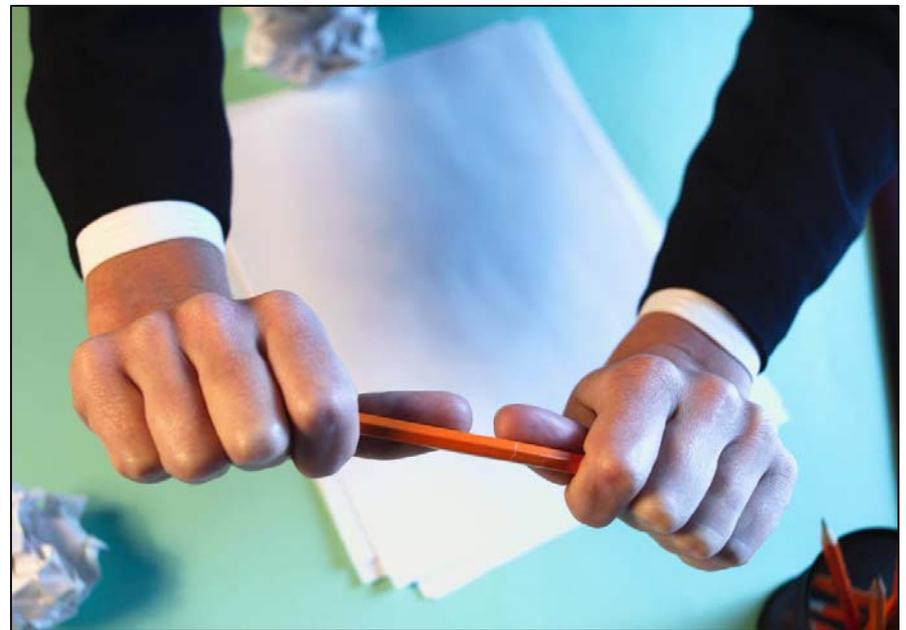
- Avoid viewing questions as a personal affront
 - *The reviewer will ask these types of questions of anyone in your position*
- Do not argue with or challenge the reviewer



Etiquette

THE CRITICAL

- Refrain from emotional responses and “venting.”
- Ask for a break if you feel yourself “losing it.”



“Try to Remember” – from *“Fantasticks”*

Say what you do. Do what you say.

Say what you do. Do what you say.



More than a mantra ...

■ **“Say what you do”**

- Do you have documents that clearly state your practices and procedures?
- This is a good time to check and make changes, if necessary.

■ **“Do what you say”**

- Are you following the practices/procedures that are in place for your division?
- This is a good time to make changes to practices or documents.

“Evergreen” – *Barbara Streisand*

Don't Forget the Environment

Don't Forget the Environment

- You seamlessly integrate the environmental aspects into your work
- The elements of “safety” are:
 - Environmental protection
 - Worker and public safety
 - Occupational health
- Don't forget the “E”



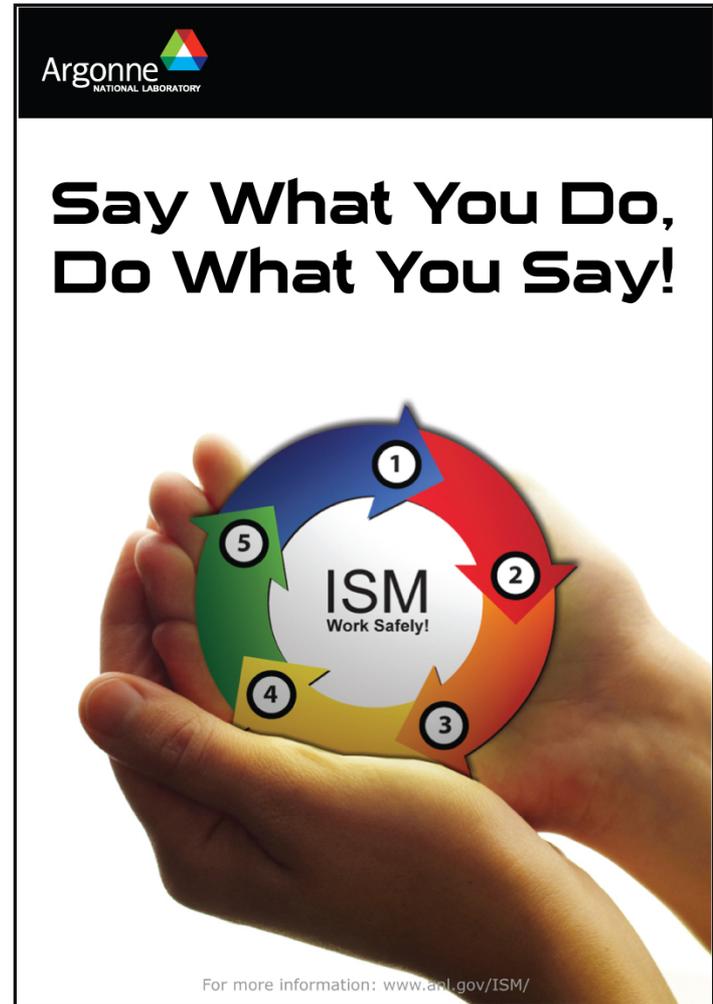
“Fun, Fun, Fun” – *The Beach Boys*

Posters, Cards, Information Sources

Posters and Cards

- ISM Cards
- On the web
 - Posters
 - Handouts
 - Presentations

www.anl.gov/ISM/



Simple Stuff – A Preparation “TO DO” List

- **Review** current **policies and procedures** before July 14
 - Do one of three things for each one:
 - *revise - with an update*
 - *label as “reviewed – no changes necessary”*
 - *delete*

- **Clean** beamline and laboratory areas
 - Keep egress aisles open
 - Properly store flammables, chemicals, gas cylinders, and sharps
 - Keep food and drink from surfaces with
 - *squeeze bottles*
 - *spray cans*
 - *chemical containers*
 - Clear obstructions (even trash cans) from in front of electrical panels

More Simple Stuff

■ Learn “ISM-ese”

- Know how to translate normal working terms into “ISM speak”
- Be able to talk to DOE Team members in terms they will understand
- Be able to recognize “ISM-ese”
 - *If you need to, get someone who’s fluent to help translate*

■ Have staff members and users **follow specified work controls**

- Wear proper attire as specified by Argonne
- Wear PPE when handling chemicals and LN2
- Have written instructions/procedures for operating equipment
 - *readily accessible*
- Keep fire doors closed
 - *Don’t prop open for ventilation or convenience*
 - *Caveat - prop open momentarily to move equipment through door*
- Keep user machine shop doors closed when no one is inside the rooms

Tell us how we can help

www.anl.gov/ISM

**Say What You Do,
Do What You Say!**

ISM Core Functions

1. Define scope of work
2. Analyze hazards
3. Develop/implement controls
4. Perform work
5. Feedback and improvement

