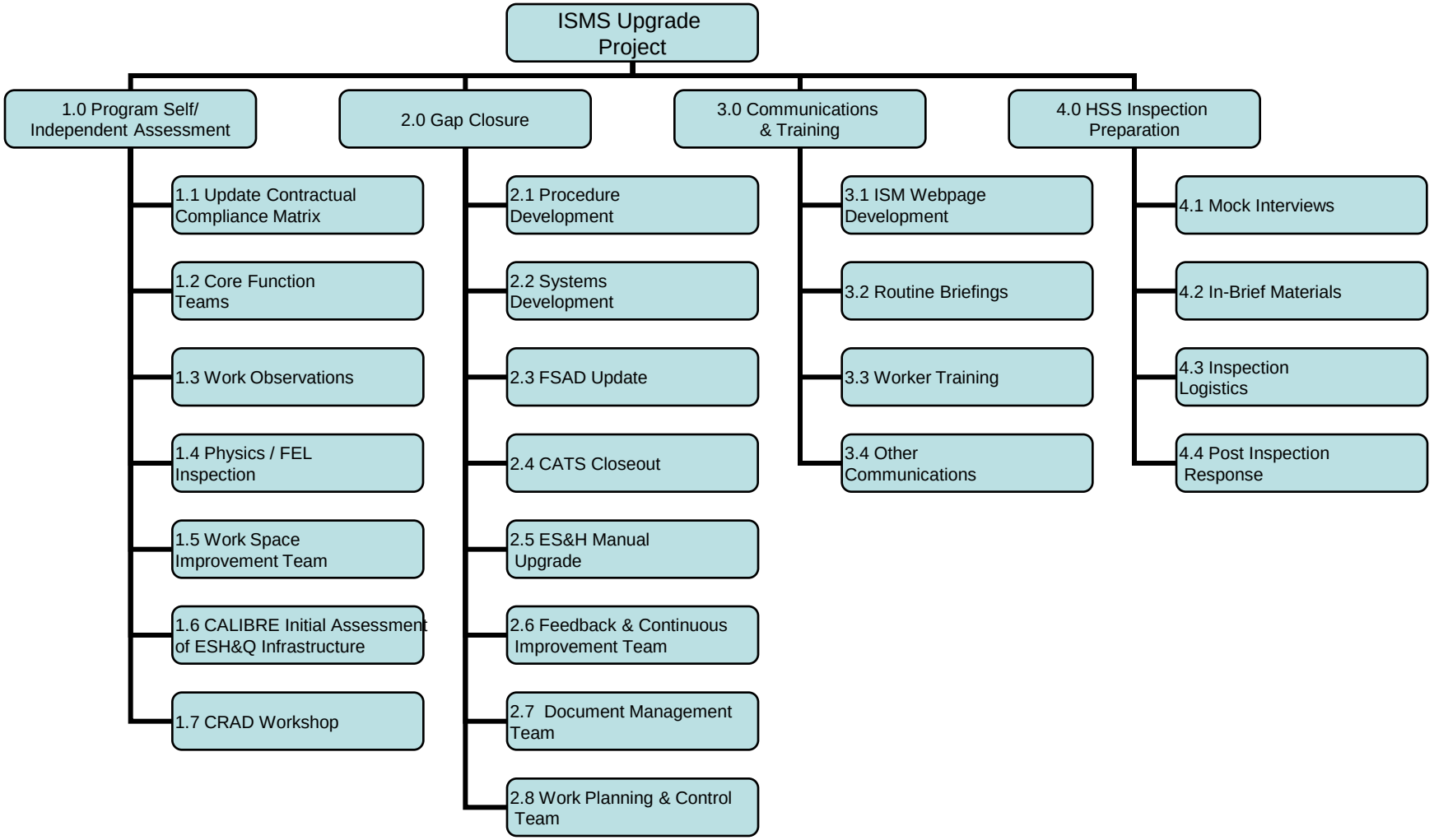
Jefferson Lab ISMS Upgrade Project



1.0 Program Self-Assessment

1.0 Program Self Assessment – conduct information gathering and analysis to identify areas for ISMS improvement. Execution of improvement activities will be added as subtasks under Task 2.0 Gap Closure

1.1 Update Compliance Matrix – map TJSO/JSA contract requirements to JLab programmatic infrastructure. This will be coordinated with ongoing discussions between TJSO and JSA regarding relevant requirements.

1.2 Core Function Teams – teams of JLab employees have assessed ISMS infrastructure vs. core functions and recommended areas for improvement. Draft reports were submitted to assessed organizations the week of 18 Feb and findings were presented to DSC on 29 Feb.

1.3 Work Observations – ISM subject matter experts have been conducting work observations throughout JLab and identifying areas for improvement.

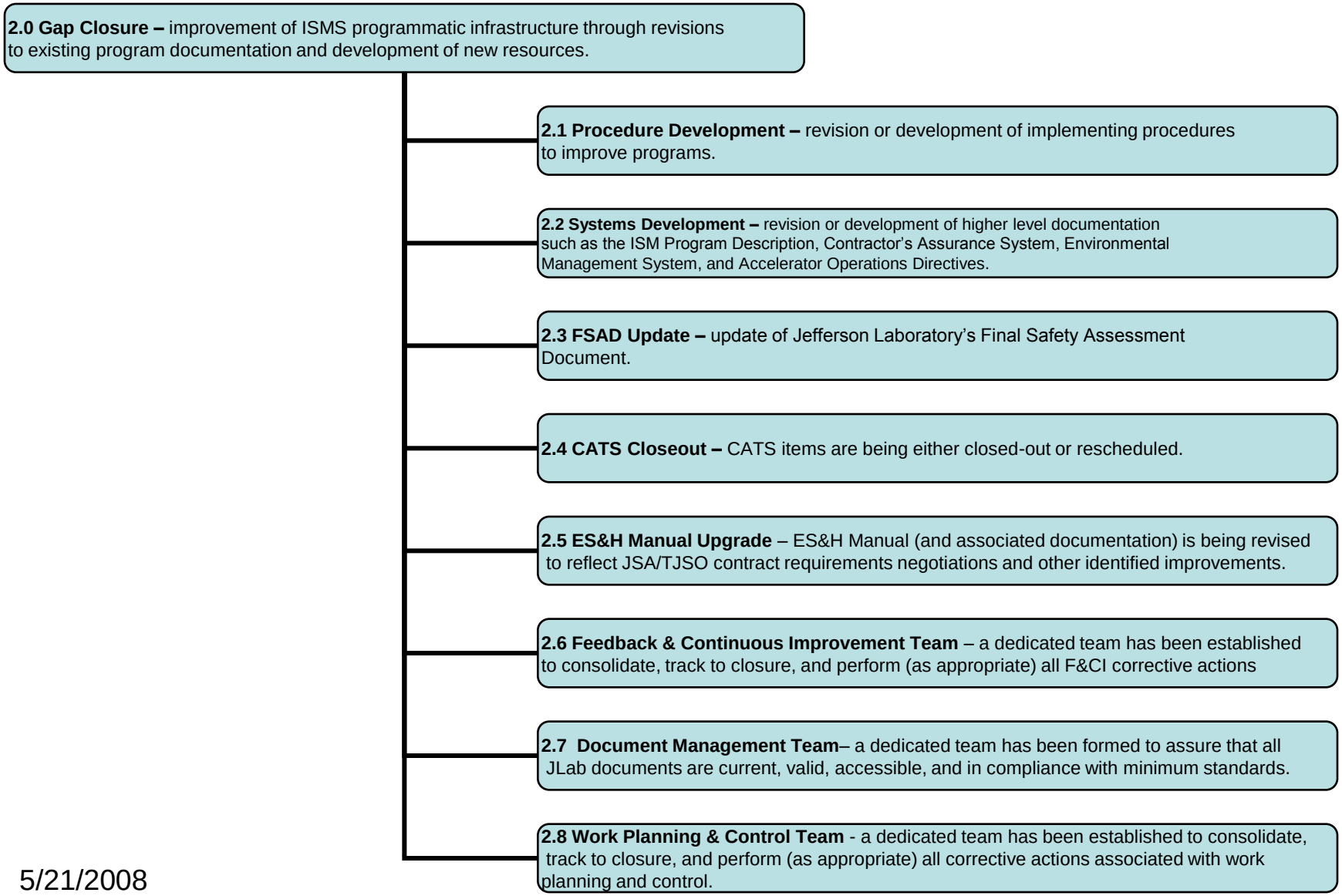
1.4 Physics / FEL Inspection – An inspection team with both JLab and external SMEs have identified areas of ISMS improvement specific to these organizations. Corrective actions Associated with this inspection are being implemented.

1.5 Work Space Improvement Team – Technicians are receiving focused training to identify common industrial hazards and training to allow them to safely correct minor issues. This team will make routine sweeps of workspaces and correct problems immediately.

1.6 CALIBRE Initial Assessment – A consulting firm was retained to conduct an assessment of JLab's ES&H program and design an overall upgrade project.

1.7 CRAD Workshop -Facilitated sessions have been conducted with each Division to gain consensus on responses to Work Planning and Control, and Feedback and Continuous Improvement Lines of Inquiry. Corrective Actions have been developed to address gaps. LOI responses will serve as a training tool.

2.0 Gap Closure



3.0 Communications & Training

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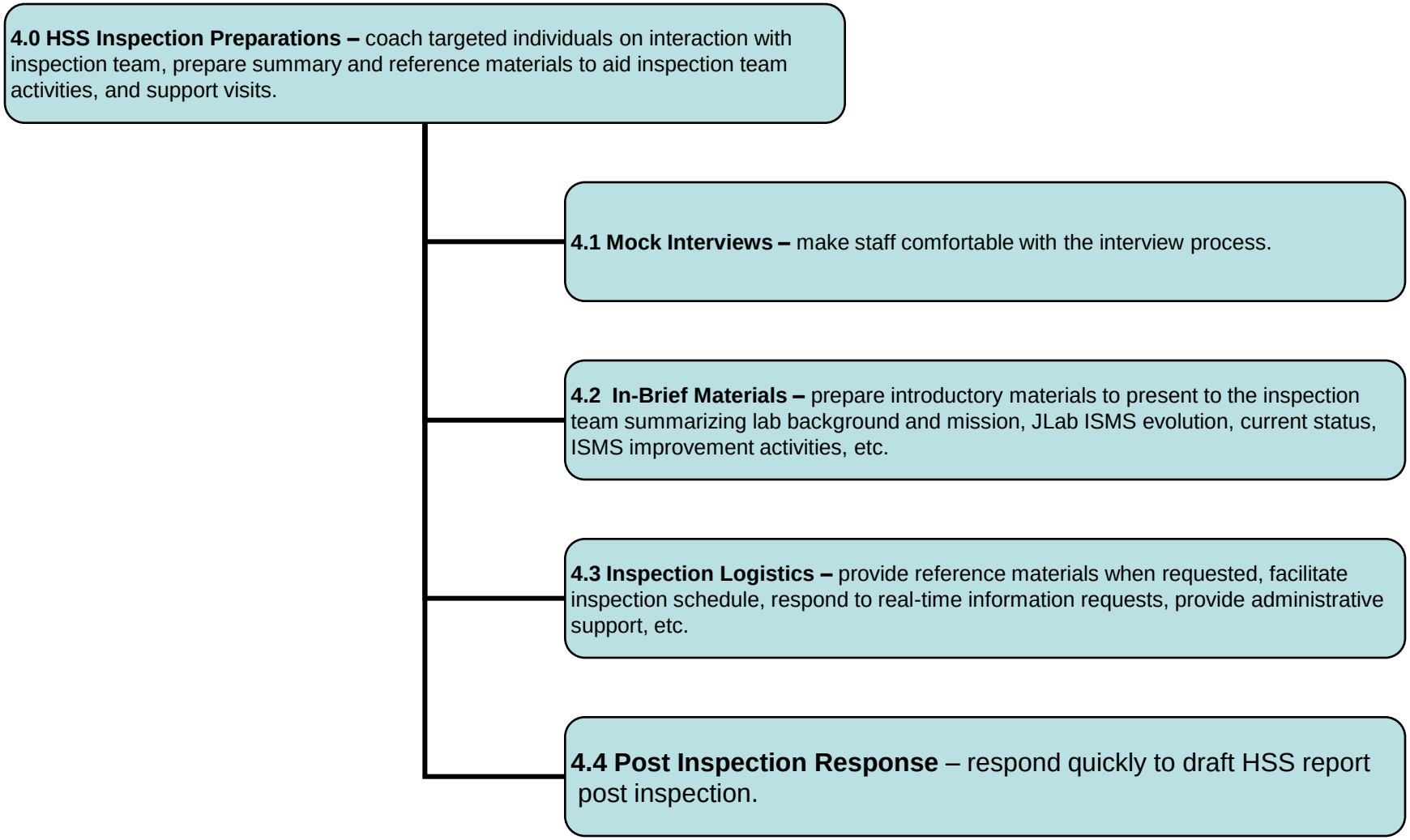
3.1 ISM Webpage Development – develop ISM related information for posting on the Jefferson Lab website.

3.2 Routine Briefings – develop and present ISM information at standing meetings such as the Director's Safety Council, Workers Safety Committee, Environmental Management Systems Committee, etc.

3.3 Worker Training – All staff members are receiving ISM Awareness Training and required reading. Also evaluating visitor/employee training to ensure consistent and clear ESH&Q message. Train on Toolbox, Train on CRAD Workshop results

3.4 Other Communications – prepare and distribute other ISM related communications such as emails, posters, guide books, etc. An "ISM Toolbox" has been distributed to all staff. Prepare ISM Conference brief.

4.0 HSS Inspection Prep