

INTEGRATED SAFETY MANAGEMENT SYSTEM PLAN

Objective of Integrated Safety Management

To systematically integrate safety into management and work practices at all levels so that work is accomplished while protecting the public, the worker, and the environment. This is to be accomplished through effective integration of safety management into all facets of work planning and execution. In other words, the overall management of safety functions and activities becomes an integral part of accomplishing the work.

Guiding Principles for Integrated Safety Management

The guiding principles are the fundamental policies that guide actions, from development of safety directives to performance of work:

Line Management Responsibility for Safety. Line management is directly responsible for the protection of the public, the workers, and the environment.

Clear Roles and Responsibilities. Clear and unambiguous lines of authority and responsibility for ensuring safety shall be established and maintained at all organizational levels.

Competence Commensurate with Responsibilities. Personnel shall possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities. Balanced Priorities. Resources shall be effectively allocated to address safety, programmatic, and operational considerations. Protecting the public, the workers, and the environment shall be a priority whenever activities are planned and performed.

Identification of Safety Standards and Requirements. Before work is performed, the associated hazards shall be evaluated and an agreed-upon set of safety standards and requirements shall be established which, if properly implemented, will provide adequate assurance that the public, the workers, and the environment are protected from adverse consequences.

Hazard Controls Tailored to Work Being Performed. Administrative and engineering controls to prevent and mitigate hazards shall be tailored to the work being performed and associated hazards.

Operations Authorization. The conditions and requirements to be satisfied for operations to be initiated and conducted shall be clearly established and agreed-upon.

DEFINE SCOPE OF WORK

- 1) Translate Statement of Work into project tasks.
- 2) Prioritize project tasks and allocate resources.

ANALYZE AND CATEGORIZE HAZARDS

- 1) Analyze project tasks and identify potential process and job hazards.
- 2) Categorize the potential hazards.
- 3) Review hazard analysis with Sandia Delegated Representative.

DEVELOP AND IMPLEMENT CONTROLS

- 1) Identify applicable laws, regulations, rules and standards.
- 2) Identify controls required to prevent/mitigate potential hazards.
 - a) Training and qualifications needed to perform the work
 - b) Engineering controls
 - c) Administrative controls
 - d) Personal protective equipment
- 3) Develop a Work Plan that establishes how the work will be accomplished, including the resources allocated to the tasks, a schedule of work activities, and, if necessary, a work breakdown structure.
- 4) Communicate the Work Plan to the workers.

PERFORM WORK

- 1) Perform a prestart readiness assessment to verify that procedures, personnel, systems and equipment are ready to perform the project tasks.
- 2) Communicate authorization to start work.
- 3) Perform work within established controls.

FEEDBACK AND IMPROVEMENT

- 1) Contractor's site manager shall assess the work being performed to identify issues.
- 2) Communicate expectations to workers that they report identified issues or concerns.
- 3) Identify and implement corrections for identified issues or concerns.

Note: The extent of documentation required to fulfill each item is dependent on the complexity and hazards associated with the work to be performed, as determined by the Contractor in consultation with the Sandia Delegated Representative.