

Management System: Health & Safety Communications

Policy Statement: Safety Culture

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1.0 Purpose/Introduction

The purpose of this document is to reaffirm the commitment of the Environmental Management Consolidated Business Center (EMCBC) that Safety is essential to our mission, future success and is a core value inherent in all activities and functions performed by the EMCBC and EMCBC Field Operations.

2.0 Scope & Applicability

It is the Policy of the EMCBC to maintain a strong commitment to safety and health through leadership, employee engagement, organizational performance goals and educational goals. Successful execution of the EMCBC mission dictates integration of safety into management and work practices at all levels of the organization. The Department's ultimate health and safety objective is to experience zero accidents, work-related injuries, illnesses, regulatory violations, and/or environmental release. The EMCBC must identify and control a wide array of hazards encountered while carrying out our mission. As Director of the EMCBC, I continue to encourage all employees to raise concerns related to safety and express my commitment to ensure that reporting such concerns will not result in reprisal or retaliation. The EMCBC strongly supports a questioning attitude and receptiveness to raising issues.

This reaffirmation is issued to promote trust in the organization and the leadership of the EMCBC and EMCBC Field Operations supported by this office.

3.0 General Information

As noted in the Secretarial memorandum of December 2, 2015, Subject: Personal Commitment to Excellence in Health and Safety, the Integrated Safety Management System provides the overarching framework to safely plan, execute, and monitor mission activities and serves as the basic component of a strong organizational safety culture. DOE's Safety Culture Improvement Panel, authorized by the Secretary on May 18, 2015 is an important element in the overall strategy to apply sustained leadership, consistent implementation, and an enterprise-wide cross-organizational focus to safety culture improvement.

Since 2014, the EMCBC has embraced the principles discussed in the Secretarial memorandum and will further advance the goals listed below.

- We will operate our facilities and conduct work activities in a manner that protects our employees, the public and the environment. We recognize that meeting minimum requirements merely reflects the starting point in our pursuit of excellence.
- We will strive to ensure that each DOE employee understands his or her role and responsibility for safety and health. Each one of us is responsible and accountable for safety in our places of work.
- We will foster a Safety Conscious Work Environment across all departmental operations. Federal and contractor workers must feel free to identify and raise issues related to environment, safety, health, security, quality and/or management of programs and facilities openly, and without fear of reprisal. We must not deter, discourage, or penalize employees for the timely identification of issues; the reporting of illnesses or injuries; or the use of issues management systems/programs (i.e., Employee Concerns or Differing Professional Opinion Programs).
- We will learn from our mistakes and experiences. We will report errors and problems, establish vigorous corrective action programs, monitor performance through multiple means, learn from operational experience, and encourage a questioning attitude.

The EMCBC measures that have recently been or are being currently implemented to support a strong safety culture include:

- Assisting EMCBC Field Operations conducting documenting or leading Safety Culture Surveys or Assessments to establish a baseline for documenting the Safety Culture and the Safety Conscious Work Environment (SCWE) of the EMCBC and supported EMCBC Field Operations.
- Supporting the development of Safety Culture Sustainment Plans based off of surveys, self assessments and extent of condition reviews.
- Implementing or supporting ISMS audits, assessments and annual declarations of EMCBC Field Operations or other EM sites as requested.
- Updating and aligning with current DOE ISMS goals, the EMCBC Management System Description Documents that support implementation of Safety at EMCBC and supported EMCBC Field Operations. Documents revised include;
 - Integrated Safety Management System Description, SAD-OTSAM-450, Rev. 2, (3/3/16)
 - EMCBC Functions Responsibilities and Authorities Manual, PD-OTSAM-450-01 (6/27/16)

- EMCBC Federal Occupational Safety and Health (FEOSH) Plan, PP-OTSAM-450-01, Rev 0 (1/14/16)
- Job Hazard Analysis, SAP-OTSAM-450-03, Rev 0, (1/1/16)
- Reporting Injuries, SAP-OTSAM-450-04, Rev 0, (/14/16)
- Safety and Health Communications Management System Description, MSD-OTSAM-42, Rev 0.1, (In Process)
- Process for a Safe Work Environment Subject Area Description, SAD-OTSAM-442, Rev 0.1 (In Process)
- Implementing a reorganization that will provide greater focus on Safety and emphasize Technical Support to EMCBC Field Operations and the greater EM complex.
- Maintaining cognizance of Safety Culture Improvement Panel products, services and initiatives. Implementing actions to achieve desired results associated with Safety Performance Goals developed and issued by the Panel.
- Maintaining EMCBC current programs to provide as many pathways of communication as possible such as the EMCBC Employee Suggestion Program, Employee “Brown Bag” Meetings, Management Walk Downs, Weekly EMCBC Field Operations coordination meetings, Employee Viewpoint Survey and the Employee Concerns Program.

EMCBC RECORD OF REVISION**DOCUMENT TITLE: EMCBC Safety Culture Policy Statement**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Established to communicate safety culture in accordance with new MSD	All	7/31/14
0.1	Updated based on EMCBC Reorganization and recent guidance from S-1 and EM-1.	All	8/30/16