

Development and Use of a Safety Culture Monitoring Panel

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Name:

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Purpose

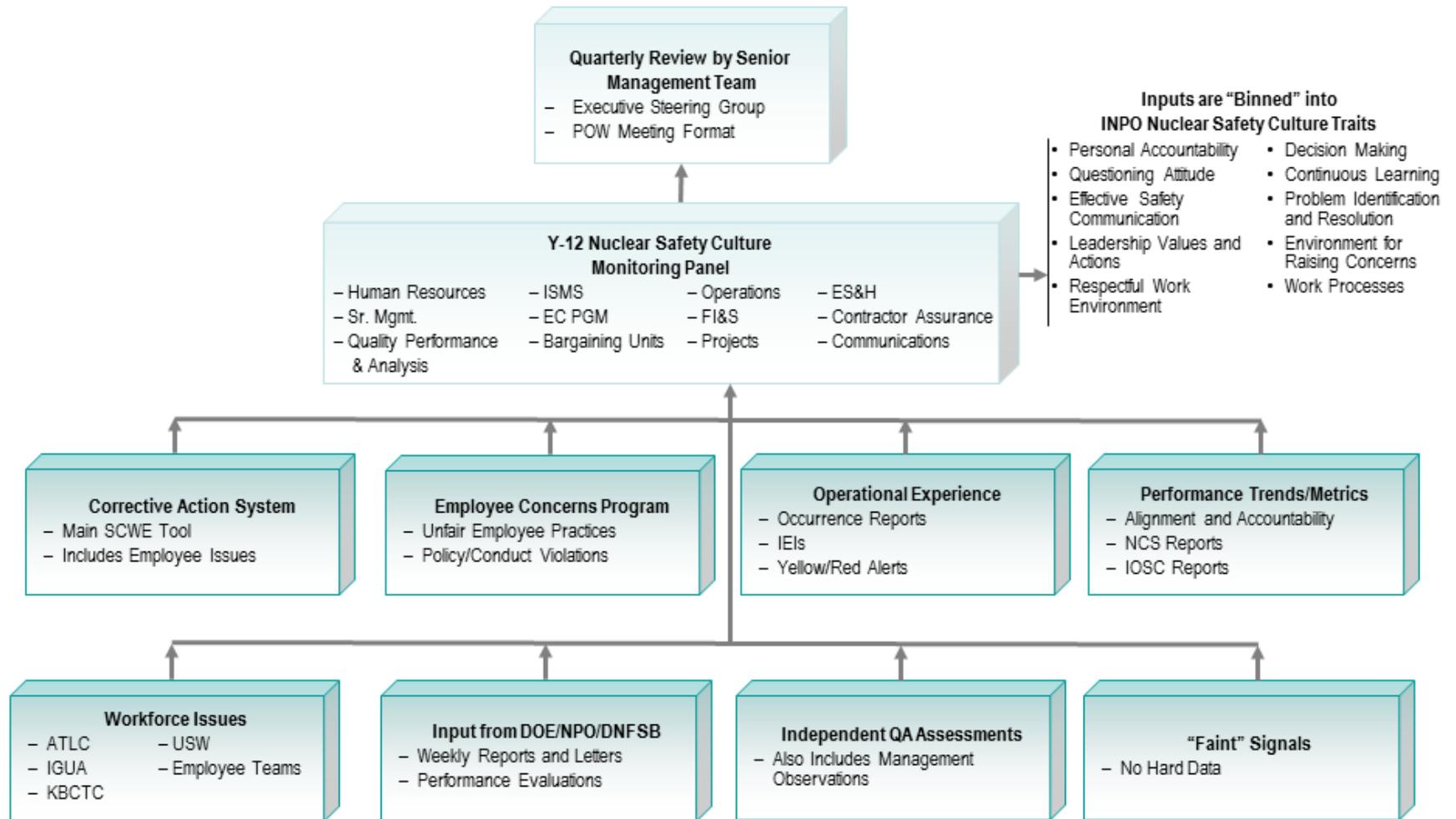
- Serves an important oversight function to monitor processes and systems that are indicative of the health of Y-12's safety culture
- Uses available information to provide an indication of potential problems
- Monitors the effectiveness of improvement actions
- Has two primary responsibilities:
 - Reviews issues and trends that could impact safety culture
 - Meets biweekly to discuss plant conditions and employee feedback
- Membership includes a cross-section of the organization



Specific Responsibilities

- Present results of assigned process inputs for discussion by the panel
- Develop ratings for each of the 10 Traits of a Healthy Safety Culture as described by the Institute of Nuclear Power Operations (INPO)
- Participate in the conduct of safety culture evaluations by:
 - Provides assistance with the delivery and collection of paper surveys
 - Conducts behavioral observations
 - Helps interpret and communicate the results
- Assist with the development and delivery of safety culture-related training

Y-12 Monitoring Panel Structure



Observation Process

- Identify behaviors observed related to the safety culture traits. Place a (+) or (-) in the space next to the item to indicate whether it was a positive or negative observation.
- Make notes to explain all negative observations.
- Indicate and describe any opportunity for improvement.
- Make observations on the process rather than the safety topic or issue; separate the issue from the process.
- Make a note of any personal bias you may have in the notes section.

*It is ok to mark you did not observe a trait.
It is not expected that you will observe every trait.*

Sample Observation Template

Personal Accountability – All individuals take personal responsibility for safety.

___	Individuals encourage each other to adhere to high standards (PA.1)
___	Individuals actively solicit and are open to feedback (PA.1)
___	Individuals actively participate in pre-job briefings, understanding their responsibility to raise safety concerns before work starts (PA.2)
___	Individuals demonstrate a strong sense of collaboration and cooperation in connection with projects and operational activities (PA.3)
___	Opportunity for improvement
___	I did not observe anything related to this trait.

Sample Observation Template (cont.)

Work Processes – The process of planning and controlling work activities is implemented so that safety is maintained.

—	Work is effectively planned and executed by incorporating risk insights, job-site conditions, and the need for coordination with different groups or job activities (WP.1)
—	Safety-related equipment is operated and maintained well within design requirements (WP.2)
—	Design documentation, procedures, and work packages are complete, thorough, accurate, and current (WP.3)
—	Individuals follow procedures (WP.4)
—	Opportunity for improvement
—	I did not observe anything related to this trait.

Reporting Process

- The Monitoring Panel ensures that emergent issues or trends that could impact the site's safety culture are brought to the attention of senior management.
 - Internally or externally generated issues
 - Responsiveness to issues
 - Effectiveness of Improvement actions
 - Treatment of personnel
- The Monitoring Panel does not perform investigations.
 - Reinforce line ownership of issues and actions
- Quarterly reporting
 - Monitor key process inputs for trends or potential issues that may be an early indication of safety culture weaknesses
 - Report presented to site senior management

Summary

- The Y-12 Safety Culture Monitoring Panel, formed in August 2013, plays an important role in the continuous improvement of our safety culture.
- The panel is not a substitute for effective issue resolution by line management.
- The main focus is to ensure issues that may impact our safety culture are recognized and worked.





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