



# FACILITIES SAFETY MEETING

## Review of ISM

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Integrated Safety Management (ISM) is an effective method to systematically integrate safety into management and work practices at all levels of the organization. With its roots in quality control, its goal is to prevent injury, achieve operational effectiveness, and help insure environmental compliance.

ISM consists of seven guiding principles and five core functions. Applying ISM to all of our work tasks, especially the core functions, will help to ensure we are supporting world class science in the best possible way – i.e., without injury.

The guiding principles are:

- **Line Management Responsibility for Safety.** Line management is directly responsible for the protection of the public, their 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 within the Department and with its contractors.
- **Competence Commensurate With Responsibilities.** Personnel must possess the experience, knowledge, skills, and abilities that are necessary to carry out their responsibilities.
- **Balanced Priorities.** Resources are effectively allocated to address safety, programmatic, and operational considerations. Protecting the public, the workers, and the environment is the top priority whenever activities are planned and performed.
- **Identification of Safety Standards and Requirements.** Before work is performed, the associated hazards are evaluated and an agreed upon set of safety standards and requirements, and practices are 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 are tailored to the work being performed and to associated hazards. This really means the Hierarchy of Controls.
- **Operations Authorization.** The conditions and requirements to be satisfied for operations to be initiated and conducted are clearly established and agreed upon.

The five ISM Core Functions provide the necessary structure for any work activity that poses a hazard to the worker, public, or environment. The Functions are applied as a continual cycle with the degree of rigor appropriate to control the work hazards. These are:

- **Define the Scope of Work.** Break down the tasks that are necessary to complete the job. If the job, conditions, or expectations change, stop and repeat the process.
- **Analyze the Hazards.** Identify the hazards and risks associated with each task. This may include location and regulatory hazards.
- **Develop and Implement Hazard Controls.** For each hazard you identified, determine how you are going to protect yourself or others from the hazard. Figure out how you are going to work according to safety regulations and good safety practices.
- **Perform Work within Controls.** Once the protections are identified, use them. Again, if the scope or situation changes, stop work and reanalyze.
- **Provide Feedback and Continuous Improvement.** Feedback information on the adequacy of the hazard identification and controls is gathered so any necessary improvements are applied to future situations.

ISM works! Be sure you are using it so that its core functions become second nature in each task you perform.