

ISMS Training Document
Track 2, Activity 12 – July 2008
Work Smart Standards

Activity

Describe Oak Ridge Office's (ORO's) Work Smart Standards (WSS) process.

At the completion of this activity, fill out the Self-Certification Form certifying that you have read this activity sheet.

Note: When regulations, Department of Energy (DOE) directives, or other industry standards are referenced in this ISMS activity, please use the most recent version. In addition, please note that DOE Guides provide preferred, non-mandatory, supplemental information about acceptable methods for implementing requirements, including lessons learned, suggested practices, instructions, and suggested performance measures. Guides do not impose requirements but may quote requirements if the sources are adequately cited. Alternate methods may be used if it can be demonstrated that they provide an equivalent or better level of performance.

Key Documents

- DOE M 411.1-1, *Safety Management Functions, Responsibilities, and Authorities Manual*
- DOE P 411.1, *Safety Management Functions, Responsibilities, and Authorities Policy*
- DOE O 414.1, *Quality Assurance*
- DOE G 414.1-1, *Management Assessment and Independent Assessment Guide for Use with 10 CFR, Part 830, Subpart A, and DOE O 414.1A, Quality Assurance; DOE P 450.4, Safety Management System Policy; and DOE P 450.5, Line ES&H Oversight Policy*
- DOE G 414.1-2, *Quality Assurance Management System Guide for Use with 10 CFR 830.120 and DOE O 414.1*
- DOE O 420.1, *Facility Safety*
- DOE G 421.1-2, *Implementation Guide for Use in Developing Documented Safety Analyses to Meet Subpart B of 10 CFR 830*
- DOE P 450.3, *Authorizing Use of the Necessary and Sufficient Process for Standards-based Environment, Safety and Health Management*
- DOE P 450.4, *Safety Management System Policy*
- ORO O 110, *Organization and Structure*
- ORO M 110, *Oak Ridge Office Organization Manual*
- ORO O 250, *Standards Management Program*
- ORO M 411.1-1, *Manual of Safety Management Functions, Responsibilities, and Authorities, Level III, for Oak Ridge Office*

What's In It For Me

From DOE P 450.4, *Safety Management System Policy*, the Department is committed to conducting work efficiently and in a manner that ensures protection of workers, the public and the environment. ORO is responsible for oversight of the contractors' programs and facilities directed by DOE HQ program offices, such as the offices of Environmental Management, Nuclear

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Energy, and Science. Oversight activities are framed in the context of agreed-to working standards that are built into the contractual agreements. These standards, named Work Smart Standards, provide the parameters under which the contractor conducts all environment, safety, and health work activities.

The completion of this activity will help you gain an understanding of DOE's and ORO's Work Smart Standards process.

Standards

Generically, "standard" is an all-encompassing term used to describe documents that provide a specified set of mandatory or discretionary rules, requirements or conditions concerned with performance, design, operation, or measurements of quality to accomplish a specific task. Standards may include Federal laws, regulations, State laws, Federal agency directives, national and international technical standards, or codes of conduct. (DOE Glossary)

Work Smart Standards

ORO and its prime contractors have developed a comprehensive Standards Management Program that addresses key Defense Nuclear Facilities Safety Board (DNFSB) issues, DOE Rules, and internal ORO management and oversight needs. In addition, this program fulfills certain core functions of integrated safety management as identified in DOE P 450.4, *Safety Management System Policy*.

For example, as part of ISMS Core Function 3 and Guiding Principle 5 (Identify Standards and Requirements), the contractor identifies, selects, and approves environment, safety, and health (ES&H) standards and requirements with a process that provides adequate protection to the public, the workers, and the environment. The identified ES&H standards and requirements are agreed upon and approved by DOE prior to the commencement of the operations or work being authorized. The identified ES&H standards conform to applicable laws, statutes, Federal rules, and DOE directives. DOE reviews, verifies, and approves the contractor's ES&H standards and requirements, as defined in Standards/Requirements Identification Documents (S/RIDs), Work Smart Standards (WSSs), or other DOE- approved processes.

DOE's expectations are expressed through directives. ORO and its contractors have an opportunity to review and comment on proposed directives to ensure that they are appropriate to control the work and associated hazards and to provide adequate protection of workers, the public, and the environment. ORO and its contractors also have available two DOE-approved tools to identify appropriate ES&H standards/requirements--the WSS and the S/RID and their change process. Approved standards/requirements sets are placed in the contract. Contractors also have certain standards management responsibilities as described in the Contractor Requirements Document (CRD) of each chapter of ORO O 250 containing specific contractor requirements.

Orders of Interest to the DNFSB

Orders of Interest to the DNFSB are another source of requirements that may become incorporated into the contractor's contract as work standards, particularly for defense facilities. For example, these orders of interest include DOE O 414.1, *Quality Assurance*; DOE O 420.1, *Facility Safety*; and DOE G

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421.1-2, *Implementation Guide for Use in Developing Documented Safety Analyses to Meet Subpart B of 10 CFR 830*. The entire list of these orders can be found at http://www.dnfsb.gov/pub_docs/dnfsb/ooi.pdf.

To Learn More

Click on these documents for more information about DOE's and ORO's Work Smart Standards process.

- [DOE M 411.1-1, *Safety Management Functions, Responsibilities, and Authorities Manual*](#)
 - [DOE P 411.1, *Safety Management Functions, Responsibilities, and Authorities Policy*](#)
 - [DOE O 414.1, *Quality Assurance*](#)
 - [DOE G 414.1-1, *Management Assessment and Independent Assessment Guide for Use with 10 CFR, Part 830, Subpart A, and DOE O 414.1A, Quality Assurance; DOE P 450.4, Safety Management System Policy; and DOE P 450.5, Line ES&H Oversight Policy*](#)
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