

How you can prevent injuries & damage to the environment . . .

- Be familiar with the safety documentation for your work and facility
- Follow all applicable ES&H technical work documents
- Follow Corporate Process Requirements (CPRs), such as the ES&H Manual & Supplements
- Be mindful of where you place and how you store hazardous materials
- Keep walking surfaces free of slipping and tripping hazards and wear shoes that provide good balance and traction
- Know and understand the hazards you work with, or may be exposed to, and appropriate controls
- Familiarize yourself with evacuation plans including exits, routes, and assembly areas for your work area

Plan Work

- ★ Identify scope and requirements
- ★ Establish roles and responsibilities
- ★ Communicate with operations and support personnel
- ★ Allocate available resources

Evaluate Risk

- ★ Identify potential hazards and/or security risks
- ★ Consult with your Division support teams for requirements & guidance

Implement Controls

- ★ Follow plans, procedures, and signs
- ★ Consult with your Division support teams for requirements & guidance

Perform Work

- ★ Be sure that work is properly authorized
- ★ Verify readiness
- ★ Maintain logs and records
- ★ Respond to off-normal & emergency situations

Improve Process

- ★ Perform self-assessments
- ★ Incorporate internal & external lessons learned

How you can mitigate security risks . . .

- Only access information for which you are authorized and have a “need-to-know”
- Control access by others to the information you work with
- Know which items are prohibited and controlled in the areas you enter
- Take your host and escort responsibilities seriously
- Report suspicious objects and activities, as well as missing access devices or government property
- Follow Corporate Process Requirements (CPRs) and applicable security requirements for your work area
- Follow directions given by security officers and stay outside areas cordoned off
- Familiarize yourself with and follow the security plans for your work area

Implementation Example

This example illustrates how easily you can apply both ISMS & ISSM concepts to your daily activities. For instance, before you move to a new work area, ask . . .

Plan Work

- Will I need assistance or equipment to clean, pack or move my things?
- Do I have sensitive information or classified matter to move?

Evaluate Risk

- What potential is there for injury to myself or others from overexertion, strains/sprains, or cuts?
- Will I need special access or security arrangements for my new space?

Implement Controls

- Are boxes packed so contents don't shift or spill?
- Are all items labeled (with owner, destination, & classification of contents) and support organizations notified?

Perform Work

- Have I recycled outdated file folders, notebook covers, etc?
- Have I properly disposed of sensitive/classified documents and electronic media no longer needed?

Improve Process

- What did I learn from my last move?
- What can I do to help others move?

You are responsible for:

- ★ Working safely & securely
- ★ Knowing how your actions impact the safety and security of others
- ★ Protecting each other, the public, & our environment
- ★ Protecting SNL assets (information & property)
- ★ Obeying barricades, signs, postings, labels, and tags
- ★ Asking questions when in doubt, and communicating any concerns
- ★ Refrain from participating in activities you believe are unsafe or may compromise security
- ★ Questioning persons whose authorization you don't know or who don't appear to be working safely or securely
- ★ Completing training required for the work area to be accessed and activities to be performed

ISMS/ISSM Questions?

Contact:

- ★ Your Manager
- ★ Your Division or Center Coordinator
- ★ Non-Emergency Hot Line

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Doing quality work while protecting our
people, the environment, and
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Safety
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