

Near-Miss Meeting

“How to Prioritize”

June 27, 2003

Objective:

The objective of this special session is to develop a common understanding for prioritizing near-misses and to construct at least one functional approach for participants to take back and to start implementing.

Process:

First, we will look into general approaches to prioritization by reviewing practices in other industries (e.g. Airline, Medical), development of TQM practices (defect identification and prevention) and process based risk management tools (such as Hazop - risk management, mitigation).

Second, we will discuss uniqueness of near-miss systems: How near-misses differ from quality and stringent process based risk management systems? (Areas of interest will include but not limited to inductive phase and classification analysis)

Next, we will briefly revisit the operation of the eight-step process and move-on to exploring the fundamentals of the “Strategic Prioritization,” which defines the criterion and the process for continuous/operational prioritization.

We will brainstorm the important elements of prioritization, classification parameters, attributes, etc., and develop a criterion for the members of the group to take back and start implementing for prioritization of near-misses.

We will also discuss important aspects of implementation: How can various specific concerns in corporate EH&S (such as operator concerns) be incorporated into the prioritization process?

Outcome

At the end of this session all participants will have a) a better understanding of how a prioritization process can evolve at their site and b) a roadmap and a set of criteria to start establishing the process.

AGENDA
June 27, 2003

8:30 Breakfast

9:00 Review of the Near-Miss Program and introduction of the prioritization workshop.

9:15 General Approaches to prioritization:

9:15 Cross industry learning from Near-miss related activities at NAE.

9:45 Review of TQM and Process Based Risk Management Systems (PBRMS)

10:15 Break

10:30 Uniqueness of near-misses (how does near-miss concept differ from TQM and PBRMS?)

11:00 Review of eight step near-miss process and brainstorming of attributes to be considered for prioritization.

12:00 Lunch Break

12:30 Identification of preliminary classification (continuous/operational prioritization) screens using “Expert Choice” software.

2:00 Implementation of prioritization process and special issues of interest.

3:00 Summary of the workshop and discussion of the next steps.

3:30 Adjourn