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|  | **Operational Safety Procedure Form**  **(See** [**ES&H Manual Chapter 3310 Appendix T1 Operational Safety Procedure (OSP) and Temporary OSP Procedure**](http://www.jlab.org/ehs/ehsmanual/3310T1.htm) **for instructions.)** | **Click**  For Word Doc |
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| **DEFINE THE SCOPE OF WORK** | | | | | | | | | | | |
| Title: | Commissioning of Hall A Compton Polarimeter for 11 GeV | | | | | | | | | |  |
| Location: | | | Hall A | | | | | **Type:** | | **OSP**  X  **TOSP** |  |
| Risk Classification  (per [Task Hazard Analysis](https://www.jlab.org/ehs/ehsmanual/Glossary.htm#THADef) attached)  (See [*ESH&Q Manual Chapter 3210 Appendix T3 Risk Code Assignment*](http://www.jlab.org/ehs/ehsmanual/3210T3.htm).) | | | | | Highest Risk Code Before Mitigation (3 or 4): | | | | |  |  |
| Highest Risk Code after  Mitigation (N, 1, or 2): | | | | |  |  |
| Document Owner(s): | | | | Sirish Nanda | | Date: | November 27, 2013 | | | |  |
| Document History (Optional) | | | | | | | | | | | |
| Revision: | | Reason for revision or update: | | | | | | | Serial number of superseded document | | |
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| **ANALYZE THE HAZARDS** | |
| 1. **Purpose of the Procedure –** Describe in detail the reason for the procedure (what is being done and why). | |
| This work control document describes the operating procedure, associated hazards, and their mitigation, for the recently upgraded Hall A Compton polarimeter. Concurrence is sought that it can be safely operated by staff and users for experiments without further mitigating measures. | |
| 1. **Scope –** include all operations, people, and/or areas that the procedure will affect. | |
| Operation of the Hall A Compton Polarimeter | |
| 1. **Description of the Facility –** include floor plans and layout of a typical experiment or operation. | |
| See attached document | |
| 1. **Authority and Responsibility:** | |
|  | * 1. **Who has authority to implement/terminate** |
|  | Sirish Nanda/Hall A Work Coordinator or designee |
|  | * 1. **Who is responsible for key tasks** |
|  | Sirish Nanda |
|  | * 1. **Who analyzes the special or unusual hazards** (See [ES&H Manual Chapter 3210 Appendix T1 Work Planning, Control, and Authorization Procedure](http://www.jlab.org/ehs/ehsmanual/3210T1.htm)) |
|  | Hall A Work Coordinator or designee |
|  | * 1. **What are the Training Requirements** (See <http://www.jlab.org/div_dept/train/poc.pdf>) |
|  |  |
| 1. **Personal and Environmental Hazard Controls Including:** | |
|  | * 1. **Shielding** |
|  | N/A |
|  | * 1. **Interlocks** |
|  | See attached document |
|  | * 1. **Monitoring systems** |
|  | N/A |
|  | * 1. **Ventilation** |
|  | N/A |
|  | * 1. **Other (Electrical, ODH, Trip, Ladder)** (Attach related Temporary Work Permits or Safety Reviews as appropriate.) |
|  | See attached document |
| 1. **List Of Safety Equipment** | |
|  | **Personal Protective Equipment** |
|  | Safety Glasses, earmuffs, Laser safety eyewear |
|  | **Special Tools** |
|  | N/A |

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| **DEVELOP THE PROCEDURE** | |
| 1. **Associated Administrative Controls** | |
| None | |
| 1. **Operating Guidelines** | |
| See attached document | |
| 1. **Notification of Affected Personnel (who, how, and when)** | |
| See list of Authorized Personnel on attached document | |
| 1. **List the Steps Required to Execute the Procedure:** from start to finish. | |
| See attached procedure | |
| 1. **Back Out Procedure(s)** i.e. steps necessary to restore the equipment/area to a safe level. | |
| None | |
| 1. **Special environmental control requirements:** | |
|  | * 1. **Environmental impacts** (See [EMP-04 Project/Activity/Experiment Environmental Review](https://jlabdoc.jlab.org/docushare/dsweb/View/Collection-1349)) |
|  | None |
|  | * 1. **Abatement steps (**secondary containment or special packaging requirements) |
|  |  |
| 1. **Unusual/Emergency Procedures** (e.g., loss of power, spills, fire, etc.) | |
| None | |
| 1. **Instrument Calibration Requirements** (e.g., safety system/device recertification, RF probe calibration) | |
| None | |
| 1. **Inspection Schedules** | |
| None | |
| 1. **References/Associated Documentation** | |
| Attached device description, hazards, and operating procedure | |
| 1. **List of Records Generated** (Include Location / Review and Approved procedure) | |
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[**Click**](https://jlabdoc.jlab.org/docushare/dsweb/Get/Document-17166)

To Submit OSP

for Electronic Review

**Distribution:** Copies to: affected area, authors, Division Safety Officer

**Expiration:** Forward to ESH&Q Document Control

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| **Form Revision Summary**  **Revision 1.2 – 09/15/12 –** Update form to conform to electronic review.  **Revision 1.1 – 04/03/12 –** Risk Code 0 switched to N to be consistent with [3210 T3 Risk Code Assignment](http://www.jlab.org/ehs/ehsmanual/3210T3.htm).  **Revision 1 – 12/01/11 -** Added reasoning for OSP to aid in appropriate review determination.  **Revision 0 - 10/05/09 –** Updated to reflect current laboratory operations   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **ISSUING AUTHORITY** | **FORM TECHNICAL POINT-OF-CONTACT** | **APPROVAL DATE** | **REVIEW REQUIRED DATE** | **REV.** | | ESH&Q Division | [Harry Fanning](mailto:fanning@jlab.org?subject=ESH%20Manual%203310%20Appendix%20T1%20Operational%20Safety%20Procedure%20Form) | 12/01/11 | 12/01/14 | 1.2 |   ***This document is controlled as an on line file. It may be printed but the print copy is not a controlled document. It is the user’s responsibility to ensure that the document is the same revision as the current on line file. This copy was printed on 11/27/2013.*** |