

Draft  
**ORNL WORK PLAN**  
 Operations, Maintenance and Services  
 Work Plan Name / Rev: MWP044983 / 0



WORK SCOPE/DESCRIPTION	
Requester (Name/Badge/Division):	Arthur, John Kreglow / 00025666 /
Location of work (Bldg/Rm/Other):	7930 / 302 /
Work Plan Title:	Mock up COG HEPA filter change out
Description of Service/Work Needed: This package covers the hazards and controls: 1) mock up the COG HEPA filter enclosure & work platforms 2) design & fabricate the tools & equipment to change out the COG HEPA filters 3) develop the methods & techniques to change out the COG HEPA filters 4) incorporate the 3 steps above to prepare for the COG HEPA filter change	
Charge Number, if required:	x7920wcm
Work Plan Grade/Worktype:	4 / 0
Author (Name/Badge):	Arthur, John Kreglow / 00025666
File Attachments:	
INSTRUCTIONS	
Prerequisites/Precautions:	
Directions:	
Post Work Testing:	
Closeout:	
JOB HAZARD EVALUATION	
HAZARDS	PERMITS / CONTROLS
Hoisting and Rigging: Utilize overhead crane as a stationary pull point in conjunction with a chain fall to lift/lower filters in mock up.	<ul style="list-style-type: none"> <li>  <a href="#">Instructions for Completion of Ordinary Lift Form (ORNL-544, Ordinary Lift Plan)</a></li> <li>  Safety shoes</li> <li>  Traffic control</li> </ul>
Electrical Equipment and Tools: All corded tools will be protected with a GFCI.	<ul style="list-style-type: none"> <li>  <a href="#">Listed</a> by a nationally recognized testing laboratory (<a href="#">NRTL</a>)</li> </ul>
Elevated Work: Work platform will be utilized during mock up activities.	<ul style="list-style-type: none"> <li>  <a href="#">Inspecting Ladders</a> Guide [Step &amp; Fixed]</li> <li>  Work at unprotected heights over 4 feet - <a href="#">Fall Protection</a></li> <li>  <a href="#">Scaffolding</a> - Scaffold Competent Person Evaluates Work Scope</li> <li>  Work platform</li> </ul>
Manual Material Handling: Some manual lifting may be required for 62 lb. filters	<ul style="list-style-type: none"> <li>  Establish Controls (<a href="#">Guideline</a>) [apply 30-50-30 criteria for a non-repetitive lifting task]             <ul style="list-style-type: none"> <li>  Reduce weight</li> <li>  Decrease load</li> <li>  Design work area</li> <li>  Facilitate access to material</li> <li>  Optimum environment</li> <li>  Reduce distance /Provide proper storage facilities</li> <li>  Load storage</li> <li>  Eliminate manual lifting/lowering</li> <li>  Eliminate pushing/pulling – Use lifting aids</li> <li>  Other instructions to staff</li> </ul> </li> <li>  Team Lifting (<a href="#">Guideline</a>)</li> <li>  <a href="#">Exposure Assessment</a>: Enter or attach justification to classify exposure scenario as low risk, qualitative exposure assessment (QEA), or requirement to conduct quantitative exposure monitoring (QEM)</li> <li>  Consider forklifts or powered industrial trucks: See Power Equipment hazard (formerly Lifting Aides)</li> </ul>

Safety glasses with side shields required.	I Use Caution!: Safety glasses with side shields are required.	
Filters being removed/installed may create pinch points or have sharpe edges.	I Use Caution!: Pinch points/sharpe edges may be present in moving filters.	
<b>DOCUMENTATION REVIEW AUTHORIZATION</b> (Approvals are certification of hazards assessment)		
Reviewer/Approver Roles	Signature	Date
Work Package Concurrence		
Facility Manager		
Operations Supervisor		
Facility Manager Approval To Start Work		
Facility Manager		
Work Start Authorization		
Task Leader		
Work Acknowledged Complete		
Task Leader		
Worker Feedback:		

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## PRE-JOB SAFETY REVIEW GUIDE

ID: 44983

**Scope of Work:** Review work package/plan to ensure all participants understand the work activity.

**Hazards:** Review the hazards identified in Job Hazard Evaluation (JHE) / work plan (IOP).

- ε Since the work package / plan was written: 1) Have conditions changed? 2) Are there new hazards? Refer to Field Notes and Focus Areas.

**Hazard Controls / Permits:** Review:

- ε Written permits for the work activity.
- ε Precautions, step warnings, Hold Points ...
- ε Personal Protective Equipment (PPE)

- ε Work instructions for information - e.g., steps where hazards are introduced.
- ε ORNL subject area requirements - e.g., non-permit hazard controls.

**Performing Work:**

- ε Discuss group/individual responsibilities for safe & effective work.
- ε Follow work instructions & safety procedures.
- ε Availability/location of materials, tools, etc.
- ε Any previous experiences / lessons learned?
- ε Response if work cannot be performed as planned.
- ε What is the worst thing that could happen?
- ε Are there *Potential error traps* with the job? → →
- ε Take a minute before: work start & leaving work area.
- ε Work Hand-off / Turnover - workers & Task Leader

→ **Potential Error Traps:**

- ε Time pressures
- ε Distractive environment
- ε High workload
- ε First time evolution
- ε First day back
- ε Vague guidance
- ε Over confidence
- ε Imprecise communications
- ε Work stress

**Abnormal Situation Response:**

- | Stop Work: Observe an unsafe act, activity or condition that creates an imminent danger.
- | Emergency Response: Discuss egress paths or other responses if problems are encountered.

**Field Notes and Focus Areas:** (Use this area as a work space to record notes related to new hazards identified in the field or changed conditions. Record feedback in work package/plan information systems.)

*By signing below, I am indicating that I have been briefed on the potential hazards associated with completing this job.*

Signature / Badge	Date	Signature / Badge	Date