

Draft
ORNL WORK PLAN
 Operations, Maintenance and Services



62142

Work Plan Name / Rev: CENTRAL ALARM STATIO / 1

WORK SCOPE/DESCRIPTION	
Requester (Name/Badge/Division):	Bateman, Timothy / 00932762 / X073
Location of work (Bldg/Rm/Other):	3027 / /
Work Plan Title:	CENTRAL ALARM STATION Operations and Safety Plan
Description of Service/Work Needed: Central Alarm Station (CAS) operator conducts tasks in accordance with Protective Force (PF) Command Media.	
Charge Number, if required:	
Work Plan Grade/Worktype:	3 / 0
Author (Name/Badge):	Bateman, Timothy / 00932762
File Attachments:	
INSTRUCTIONS	
Prerequisites/Precautions: CAS operator conducts tasks in accordance with PF Command Media.	
Directions: CAS operator conducts tasks in accordance with PF Command Media.	
Post Work Testing: (1) Coordinate with supervision to maintain preventive maintenance (PM) for inspections, testing and maintenance. (2) Coordinate with supervision for performance of post activation testing of selected security systems and monitoring systems.	
Closeout:	
JOB HAZARD EVALUATION	
HAZARDS	PERMITS / CONTROLS
Ergonomics-Work at Console	<ul style="list-style-type: none"> l Rotate sit and stand postures often (desk raised 36-38 inches for standing work) l Keep work surface at 90 degree angle to elbows l Maintain proper lighting over work space not directed at eyes l Maintain 90 degree leg to chair length vertical distance l Maintain good wrist posture while using computer and mouse (0-15 degrees flex) l Use backrest for lower lumbar support.
Staff Interaction	<ul style="list-style-type: none"> l Maintain physical security controls.
Ergonomics-Work on Computer	<ul style="list-style-type: none"> l Wear anti-glare glasses as needed l Keep computer screen directly in front of face, 10-15 degrees tilted down. : https://ors.od.nih.gov/sr/dohs/Documents/checklist-ergonomics-computer-workstation-self-assessment.pdf l Keep lighting facing toward screen, not eyes.
Shift Fatigue	<ul style="list-style-type: none"> l Be active; drink fluids. l Maintain contact with co-worker (if jointly manned)and supervisor. l Maintain situational awareness.
Stress	<ul style="list-style-type: none"> l Use de-stress mental and physical techniques l Take breaks when available. l Request assistance from supervision during high peak workload.

Noise and Flashing Lights from Computer Alarms	I Keep volumes, tones and flashes at lower levels.	
DOCUMENTATION REVIEW AUTHORIZATION (Approvals are certification of hazards assessment)		
Reviewer/Approver Roles	Signature	Date
Accountable Management (Service Provider, Line, Equipment Owner, or Facility Management)	Pilgrim, Roxanne	
Author	Bateman, Timothy	
Other Subject Matter Experts (SMEs)	Harmon, Christopher	
Other Subject Matter Experts (SMEs)	Johnson, Gary	
Other Subject Matter Experts (SMEs)	Lane Jr, Rodney	
Project Lead	Meacom, Samuel	
Task Leader	Stevenson, Duggan	
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: 62142

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