

Awaiting Approval
ORNL WORK PLAN

Operations, Maintenance and Services



44675

Work Plan Name / Rev: 7676 HVAC REPAIR / 0

WORK SCOPE/DESCRIPTION

Requester (Name/Badge/Division):	Goins, Mark / 00967517 / X089
Location of work (Bldg/Rm/Other):	7676 / /
Work Plan Title:	7676 hvac repair involving unpermitted confined space

Description of Service/Work Needed:

Troubleshoot and repair heat pump for 7676 cabin large conference room. This will involve entry into the cabin's crawlspace which is a non-permitted confined space.

Charge Number, if required:	bb7676fm
Work Plan Grade/Worktype:	3 / 0
Author (Name/Badge):	Goins, Mark / 00967517
File Attachments:	

INSTRUCTIONS

Prerequisites/Precautions:

verify all necessary tools are available.

verify the non-permitted confined space permit is complete and atmospheric testing has been performed prior to entry to the crawl space.

Directions:

perform loto as necessary.

troubleshoot and make repairs to the hvac unit

remove loto as necessary

verify heating operation functions properly

Post Work Testing:

cleanup work site

verify confined space permit is closed out and forwarded to the confined space supervisor

Closeout:

JOB HAZARD EVALUATION

HAZARDS	PERMITS / CONTROLS
Confined Space	Confined Space Entry Permit
Deenergized Hazardous Energy Sources (LTV)	ORNL-213, ORNL Lock/Tag/Verify Permit form OR ORNL-214, ORNL Lock/Tag/Verify Permit Continuation form OR ORNL-215, ORNL Lock/Tag/Verify Permit Temporary Suspension form
Low Clearance: crawl space	Engineering controls (guards): use shop dolly

DOCUMENTATION REVIEW AUTHORIZATION
(Approvals are certification of hazards assessment)

Reviewer/Approver Roles	Signature	Date
Accountable Management (Service Provider, Line, Equipment Owner, or Facility Management)	Riser, Steffon Craig	11/25/2013
IS/IH	Davis, Chris	
Task Leader	Estes Jr, Rocky	11/25/2013
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: 44675

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