

Draft  
ORNL WORK PLAN  
Operations, Maintenance and Services



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"> <li>  Rotate sit and stand postures often (desk raised 36-38 inches for standing work)</li> <li>  Keep work surface at 90 degree angle to elbows</li> <li>  Maintain proper lighting over work space not directed at eyes</li> <li>  Maintain 90 degree leg to chair length vertical distance</li> <li>  Maintain good wrist posture while using computer and mouse (0-15 degrees flex)</li> <li>  Use backrest for lower lumbar support.</li> </ul>
Staff Interaction	<ul style="list-style-type: none"> <li>  Maintain physical security controls.</li> </ul>
Ergonomics-Work on Computer	<ul style="list-style-type: none"> <li>  Wear anti-glare glasses as needed</li> <li>  Keep computer screen directly in front of face, 10-15 degrees tilted down. : <a href="https://ors.od.nih.gov/sr/dohs/Documents/checklist-ergonomics-computer-workstation-self-assessment.pdf">https://ors.od.nih.gov/sr/dohs/Documents/checklist-ergonomics-computer-workstation-self-assessment.pdf</a></li> <li>  Keep lighting facing toward screen, not eyes.</li> </ul>
Shift Fatigue	<ul style="list-style-type: none"> <li>  Be active; drink fluids.</li> <li>  Maintain contact with co-worker (if jointly manned) and supervisor.</li> <li>  Maintain situational awareness.</li> </ul>
Stress	<ul style="list-style-type: none"> <li>  Use de-stress mental and physical techniques</li> <li>  Take breaks when available.</li> <li>  Request assistance from supervision during high peak workload.</li> </ul>

Noise and Flashing Lights from Computer Alarms	Keep volumes, tones and flashes at lower levels.	
DOCUMENTATION REVIEW AUTHORIZATION (Approvals are certification of hazards assessment)		
Reviewer/Approver Roles	Signature	Date
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Facility Manager		
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Facility Manager Approval To Start Work		
Facility Manager		
Work Start Authorization		
Task Leader		
Work Acknowledged Complete		
Task Leader		
Worker Feedback:		

