

Draft
ORNL WORK PLAN
Operations, Maintenance and Services



Work Plan Name / Rev: BL 13 MOVE HV BOX / 1

WORK SCOPE/DESCRIPTION		
Requester (Name/Badge/Division):	Vasquez, Silbino / 00603217 / X186	
Location of work (Bldg/Rm/Other):	8700 / /	
Work Plan Title:	BL 13 move HV box to safe configuration	
Description of Service/Work Needed: Slide BL 13 HV Box to safe configuration for inspection		
Charge Number, if required:		
Work Plan Grade/Worktype:	4 / 0	
Author (Name/Badge):	Vasquez, Silbino / 00603217	
File Attachments:		
INSTRUCTIONS		
Prerequisites/Precautions: Pre job briefing		
Directions: slide BL 13 HV box to safe configuration for damage inspection		
Post Work Testing:		
Closeout:		
JOB HAZARD EVALUATION		
HAZARDS	PERMITS / CONTROLS	
Elevated Work	<ul style="list-style-type: none"> ┆ Fall Prevention System: Specify. make sure handrail is set after HV box is moved. 	
Ergonomic Conditions (Contact Stress, Vibration, Posture, Force, Repetitive Motion)	<ul style="list-style-type: none"> ┆ Exposure Assessment: Enter or attach justification to classify exposure scenario as low risk, qualitative exposure assessment (QEA), or requirement to conduct quantitative exposure monitoring (QEM): work tight spots will be minimal ┆ Evaluation of work station or Evaluation of work posture/positioning ┆ Worker rotation 	
Manual Material Handling	<ul style="list-style-type: none"> ┆ Establish Controls (Guideline) [apply 30-50-30 criteria for a non-repetitive lifting task] <ul style="list-style-type: none"> ┆ Reduce weight ┆ Decrease load ┆ Design work area ┆ Facilitate access to material ┆ Optimum environment ┆ Reduce distance /Provide proper storage facilities ┆ Load storage ┆ Eliminate manual lifting/lowering ┆ Eliminate pushing/pulling – Use lifting aids ┆ Other instructions to staff ┆ Diversity of activities ┆ Team Lifting (Guideline) ┆ Exposure Assessment: Enter or attach justification to classify exposure scenario as low risk, qualitative exposure assessment (QEA), or requirement to conduct quantitative exposure monitoring (QEM): no extreme hazards 	
DOCUMENTATION REVIEW AUTHORIZATION (Approvals are certification of hazards assessment)		
Reviewer/Approver Roles	Signature	Date

Task Leader	Vasquez, Silbino		
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:			
WORK DETAILS - Directions			
Hazards	Permits/Controls	Resources	Dur
1) - slide BL 13 HV box to safe configuration for damage inspection			
		1 Technical Staff	4



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

- Hazard Controls / Permits: Review:**

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

- ⑥ Discuss group/individual responsibilities for safe & effective work.
- ⑥ Follow work instructions & safety procedures.
- ⑥ Availability/location of materials, tools, etc.
- ⑥ Any previous experiences / lessons learned?
- ⑥ Response if work cannot be performed as planned.
- ⑥ What is the worst thing that could happen?
- ⑥ Are there Potential error traps with the job? → →
- ⑥ Take a minute before: work start & leaving work area.
- ⑥ Work Hand-off / Turnover - workers & Task Leader

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

1 **Stop Work:** Observe an unsafe act, activity or condition that creates an imminent danger.
1 **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.)

Signature / Badge	Date	Signature / Badge	Date