

Draft
ORNL WORK PLAN
Operations, Maintenance and Services



57786

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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PRE-JOB SAFETY REVIEW GUIDE

ID: 57786

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