

Draft
ORNL WORK PLAN
 Operations, Maintenance and Services
 Work Plan Name / Rev: MPEX: DRAFT / 0



62087

| WORK SCOPE/DESCRIPTION | |
|--|---|
| Requester (Name/Badge/Division): | Brand, Kat / 03095854 / X073 |
| Location of work (Bldg/Rm/Other): | 7625 / / This work plan covers location Building 3700 |
| Work Plan Title: | MPEX: TRC Portable Cleanroom assembly |
| Description of Service/Work Needed: | |
| <p>The scope of this work plan is assembly and disassembly of the portable cleanroom located in TRC Building 3700. This is for R&D staff that will be assisting with the assembly/disassembly and will require the use of hand and portable power tools, ladders, overhead work, material handling, exhaust fan connection / disconnection, etc.</p> | |
| <p>Note: Support from Iron workers and Craft will be conducted under their own work control plans. <!--[if !supportLists]--></p> | |
| <p>Charge Number, if required:</p> | |
| <p>Work Plan Grade/Worktype:</p> | |
| <p>Author (Name/Badge):</p> | |
| <p>File Attachments:</p> | |
| INSTRUCTIONS | |
| <p>Prerequisites/Precautions:</p> | |
| <p>Directions:</p> | |
| <p>Post Work Testing:</p> | |
| <p>Closeout:</p> | |
| JOB HAZARD EVALUATION | |
| HAZARDS | PERMITS / CONTROLS |
| DOCUMENTATION REVIEW AUTHORIZATION (Approvals are certification of hazards assessment) | |
| Reviewer/Approver Roles | Signature |
| Work Package Concurrence | Date |
| 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: 62087

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 |
|-------------------|------|-------------------|------|
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