

Work scope details:

Title: New Ethernet Drop Installation in S103

Work Scope Summary: - The task involves installing a new ethernet drop in room S103 to provide network connectivity for a second desk.

Key Work Scope Components: - Installation of a new ethernet drop - Ensuring network connectivity for a second desk - Work to be performed in room S103 - Assessment of existing network infrastructure - Coordination with IT and facilities teams

Relevant previous events and lessons learned:

Event Title	Event Summary	Lessons Learned	Reference link
Injury from Looking Over at Second Monitor	An incident occurred where an individual sustained an injury due to improper ergonomics while using a second monitor.	Ensure proper ergonomic setup when adding additional workstations or monitors to prevent injuries.	[Link not provided]

Missing Hazards:

Hazard	Missing or Inadequate Mitigation in Current Work Control Document	Recommended Mitigation for Revision	Reference link	SBMS Link
Improper ergonomic setup	Not addressed	Implement ergonomic assessments and workstation adjustments to prevent musculoskeletal disorders. Provide training on proper posture and equipment use.	OSHA Ergonomics, HSE Blog	Link
Time pressures	Not addressed	Develop time management strategies and workload assessments to prevent stress and errors. Implement flexible scheduling and task prioritization.	Weblio	Link
Distractive environment	Not addressed	Implement noise reduction strategies and designate quiet zones. Provide training on maintaining focus and minimizing distractions.	Wikipedia, HSI	Link

High workload	Not addressed	Implement workload assessments and redistribute tasks as needed. Provide resources for stress management and employee support.	OSHA Ergonomics , Indeed	Link
First time evolution	Not addressed	Conduct risk assessments for new processes and provide training for employees on new tasks. Implement a review process for first-time activities.	Weblio	Link
Vague guidance	Not addressed	Develop clear and detailed procedures and guidelines. Provide training to ensure understanding and compliance.	FDA Guidance , OSHA	Link
Overconfidence	Not addressed	Implement training programs to address overconfidence and promote awareness of risks. Encourage a culture of safety and continuous learning.	OSHA , ECMag	Link
Imprecise communications	Not addressed	Establish clear communication protocols and provide training on effective communication skills. Use standardized tools and templates for information sharing.	Weblio	Link
Work stress	Not addressed	Implement stress management programs and provide resources for mental health support. Encourage work-life balance and regular breaks.	OSHA Hierarchy of Controls , CDC	Link

Exposure to physical agents	Not addressed	Conduct regular assessments of physical agents and implement controls such as shielding, PPE, and monitoring. Provide training on safe handling and exposure limits.	OSHA Hierarchy of Controls, CDC	Link
Routine skin contact with chemicals	Not addressed	Implement chemical safety protocols, including PPE and safe handling procedures. Provide training on chemical hazards and emergency response.	OSHA Chemical Hazards, CDC	Link
High generation of airborne particles or vapors	Not addressed	Implement ventilation and air filtration systems. Conduct air quality monitoring and provide PPE as necessary.	Weblio	Link

Failure mode analysis:

Current control	Failure mode of the control	Effect of Failure	Cause of Failure	Recommended action
Written permits for the work activity	Permit not obtained or expired	Unauthorized work leading to safety hazards	Oversight or miscommunication	Implement a permit tracking system and ensure regular audits
Precautions, step warnings, Hold Points	Steps not followed or ignored	Increased risk of accidents or incidents	Lack of awareness or training	Conduct regular training sessions and enforce compliance checks
Personal Protective Equipment (PPE)	PPE not used or inadequate	Increased risk of injury	Complacency or lack of availability	Ensure PPE availability and conduct mandatory PPE checks before work
Work instructions for information	Instructions not clear or not followed	Missteps leading to safety incidents	Vague instructions or lack of understanding	Revise instructions for clarity and conduct briefings before work
ORNL subject area requirements	Non-compliance with specific requirements	Regulatory non-compliance and safety risks	Lack of awareness or oversight	Regular compliance audits and training on specific requirements

Discuss group/individual responsibilities	Miscommunication of roles	Confusion leading to errors or accidents	Poor communication or unclear roles	Conduct pre-job briefings to clarify roles and responsibilities
Follow work instructions & safety procedures	Deviations from procedures	Increased risk of incidents	Lack of supervision or understanding	Implement supervision and regular procedure reviews
Availability/location of materials, tools, etc.	Unavailability of necessary tools	Delays or unsafe improvisations	Poor planning or inventory management	Maintain an updated inventory and pre-check availability
Response if work cannot be performed as planned	Inadequate response to changes	Increased risk of incidents	Lack of contingency planning	Develop and communicate contingency plans for unexpected changes
Potential error traps with the job	Unidentified error traps	Increased likelihood of errors	Lack of hazard identification	Conduct thorough hazard assessments and error trap identification
Take a minute before work start & leaving work area	Skipping safety checks	Overlooked hazards leading to incidents	Time pressure or complacency	Enforce mandatory pause and check protocols