

Physics Division Work Planning Guidance

The following is Physics Division guidance related to work planning, control and authorization for work projects and test set ups in division areas across the laboratory.

- Any small setup or task with total duration of at most two weeks only requires an informal task hazard analysis. Informal means we can do this without formal documentation. If such an informal task hazard analysis results in a (pre-mitigated) risk code of 1, it can be skill of the craft, and no further documentation is needed. See points 2 and 3 below.
- If such an informal task hazard analysis results in a risk code of 2, at the very least an appropriate JLab Task List is required (halist, hblast, hclist, hdlist), and one should consider a formal work control document. See points 2-5 below.
- Any setup or task that has a total duration of more than two weeks requires at the very least an appropriate JLab Task List (halist, hblast, hclist, hdlist). A paper copy of the documentation must be available at the work place.
- Any task that has a risk code of 3 or larger requires written work control documentation, regardless of the length of the task. See point 4 below. A paper copy of the work control documentation must be available at the work place.

Further useful information or steps to consider:

1. Review JLab EH&S Manual Chapter Appendix 3210 T1.
The guidance provides the expectations and how we implement Integrated Safety Management System into planning and execution of work.
<https://www.jlab.org/ehs/ehsmanual/3210T1.htm>
2. Identification of work hazards and understanding their risks is an essential part of Jefferson Lab's work process. For an informal determination of the risk code associated with your work, see <http://www.jlab.org/ehs/ehsmanual/3210T3.htm>. If you are unsure, complete a written Task Hazard Analysis (THA) Worksheet for the work being planned: <https://www.jlab.org/ehs/ehsmanual/3210T1.htm>, and links therein. By utilizing the THA Worksheet effective analysis and controls can be made and developed.
3. Consider review of the Work Planning, Control and Authorization Flow Diagram: <https://www.jlab.org/listsites/WPCFlowChart.pdf> (Appendix 3210 T1 Section 1)
 - Defining the Scope of Work
 - Analyze the Hazards
 - Development and Implementation of Hazard Controls
 - Performing Work within Controls
 - Feedback and Continuous Improvement

4. Some tasks based on analyzed risk code will require work control documentation such as: (Appendix 3210 T1 Section 4)
 - Temporary Operational Safety Procedure (TOSP)
 - Operational Safety Procedure (OSP)
 - Laser Operational Safety Procedure (LOSP).
5. An appropriate JLab Task List is required for all work test set ups with duration longer than two weeks or risk code larger than 1. (Appendix 3210 T1 Section 4)
<http://www.jlab.org/listsites/>
6. When in doubt as to if a work test set up documentation is required, please feel free to contact the Division Safety Officer.
7. Any related questions can be directed to the Division Safety Officer, the Physics Division EH&S Liaison, or the Division EH&S Coordinator.