

WORK PLANNING, CONTROL AND AUTHORIZATION FLOW DIAGRAM

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Core Function

Define the Scope of Work

1

Task Identified and Assigned

Perform Preliminary Planning

- Review applicable SOPs or OSPs¹ for planned work or sub-tasks
- Identify potential hazards
- Identify applicable standard mitigation measures
- Review Lessons Learned from previous similar tasks
- Identify necessary training
- Review required qualifications for the work planned
- Make sure necessary resources are available
- Involve workers during planning as a resource
- Allocate sufficient time to perform task

- Utilize TaskList as directed by supported organization or when an activity:
 - Affects other staff's safety or work space environment
 - Affects the operation of a system (power, water, alarm, etc.)

Analyze the Hazards

2

Inspect work area to identify possible additional hazards

Is task within scope of understanding or norm?

NO

Involve SMEs and ESH&Q professionals

YES

Is training² adequate for the work planned?

NO

Training (or identification of alternate, trained staff) required before task can begin

YES

Complete Informal Evaluation of the Risk(s) of Planned Work:

- Assess Risk Code (See ES&H Manual Chapter 3210 for details)
- Involve SME, ESH&Q professionals as appropriate

Is Risk Code \leq 2 w/ standard protecting measures³?

NO

Formal THA Required

YES

Develop and Implement Hazard Controls

3

Formal Task Hazard Analysis NOT required

- Job is "Skill of the Craft" as defined by training and qualifications²

Read, understand and sign (where appropriate) associated Work Control Documents and attach to TaskList

NO

Is there an associated Work Control Document in Place?

YES

Develop Work Control Document with a Formal THA as per chapters 3210, 3310 & 3320 of ES&H Manual

Perform Work Within Controls

4

Perform work safely within controls

Feedback and Continuous Improvement

5

Provide Feedback

Review results and write Lessons Learned that would be applicable for similar jobs in the future

Standard Protecting Measures³

Basic PPE

- Hard Hat
- Safety Glasses w/ side shields (as needed)
- Safety Shoes
- Ear protection
- Face Shield
- Gloves
- Knee Pads
- Proper Work Clothes

Engineered Safeguards

LEGEND

OSP—Operational Safety Procedure
 SME—Subject Matter Experts
 SOP—Standard Operating Procedure
 SOW—Statement of Work
 THA—Task Hazard Analysis
 TOSP—Temporary Operational Safety Procedure

1- OSPs and SOPs must be approved and current to be considered valid
 2- Training = Equipment Specific, Area Specific or Functional or Technical Competencies
 3- As per Chapter 3210 of ES&H Manual