

Physics Division Work Planning Requirements

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

For the testing and commissioning of experimental equipment the consequences/cost of said equipment should receive careful consideration when doing the risk analysis.

- Any small setup or task with total duration of less than two weeks 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 less than 2 as determined by the risk code assignment table in chapter 3210 appendix T3 of the ESH&Q manual it can be skill of the craft, and no further documentation is needed. The risk Code Assignment table can be found at <https://www.jlab.org/ehs/ehsmanual/3210T3.htm>
- If the informal task hazard analysis from the risk code assignment table results in a risk code of 2, a minimum of a JLab Task List is required (halist, hblast, hclist, hdlist, pslist), and one should consider a written work control document (OSP, LOSP). Task lists can be found at <http://www.jlab.org/listsites/>
- Regardless of the risk code, any setup, test or task that has a total duration of more than two weeks requires an appropriate JLab Task List (halist, hblast, hclist, hdlist, pslist). A paper copy of the documentation must be posted at the work place. Once again, depending of the equipment and circumstances one should consider a written work control document (OSP, LOSP).
- Any task that has a risk code of 3 or larger **requires** a written work control document, regardless of the length of the task. See point 4 below. A paper copy of the work control documentation must be posted at the work place.

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- Any experimental **system** being assembled, tested or being installed at Jefferson Lab that is destined to become base or major equipment in an experimental Hall will require an OSP prior to initial setup and testing regardless of the risk code. This OSP will include all pertinent information for the Hazards, installation, maintenance and operation of the equipment so as to be easily transferred to the Experimental Hall's operations manual.

- Further useful information and 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>.

3. 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.

4. 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.

5. When in doubt as to if a work test set up documentation is required, or you have related questions please feel free to contact the Physics Division EH&S Liaison or the Division Safety Officer.