

# Memorandum for Record

**To:** All FM&L Personnel  
**From:** Brian Hanlon, Acting FM&L Director *BH*  
**Date:** 10/6/2022  
**Re:** Work Planning, Control and Authorization (WPC&A) & Urgent Work

---

## WPC&A:

- All work performed by FM&L employees during maintenance activities must be governed by a WPC&A document.
- The purpose of the WPC&A document is to identify hazards and mitigations, and communicate this to the workers involved.
- Acceptable WPC&A documentation includes either an OSP/TOSP and associated THA, or a Temporary Work Permit (e.g., confined space entry permit, fall protection permit, etc.).
- The work order within Maximo will continue to be used, but it alone is not an acceptable WPC&A document.
- Exceptions: Tasks with an unmitigated risk code of 2 or less do not require an OSP/TOPS and associated THA, nor a Temporary Work Permit. Examples of tasks with an unmitigated risk code of 2 or less include the following: voltmeter check of electrical wall outlet, light bulb changing, safety or fire protection inspections, labeling electrical equipment, installing communication equipment (e.g., Cat. 6 wiring), Disarm and re-arm Vesda detectors in halls, repair paper tow dispenser using non-powered hand tools, replacing HVAC filters (no power tools, no LOTO, no fall protection PPE needed).

## Urgent Work:

- Urgent work, emergency work, and after-hours work does NOT eliminate the requirement for using WPC&A documentation as outline above.

## EH&S Manual References:

- 3210: Work Planning, Control and Authorization Process (WPC&A) <http://www.jlab.org/ehs/ehsmanual/manual/3210.html>
- 3210 Appendix T1: Work Planning, Control and Authorization Procedure (Includes the THA Worksheet) <https://www.jlab.org/ehs/ehsmanual/3310T1.htm>
- 3210 Appendix T3: Risk Code Assignment <https://www.jlab.org/ehs/ehsmanual/3210T3.htm>
- 3310: Operational Safety Procedure Program (OSP) <http://www.jlab.org/ehs/ehsmanual/manual/3310.html>
- 3310 Appendix T1: OSP & TOSP Instructions <https://www.jlab.org/ehs/ehsmanual/3310T1.htm>
- WPC&A Flow Diagram: <https://jlabdoc.jlab.org/docushare/dsweb/Get/Document-94980>
- Hazards Issue List: <https://www.jlab.org/ehs/ehsmanual/2410T1.htm>
- Temporary Work Permits: <https://www.jlab.org/ehs/ehsmanual/manual/3320.html>

CC: Johnathon Huff, COO