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<b>BROOKHAVEN NATIONAL LABORATORY</b> Department/Division/Project  <b>Life Sciences Directorate</b>	<b>PREPARED BY:</b> A. Emrick <b>APPROVED BY:</b> A. Emrick, WCM <b>Rev No:</b> 4 <b>Number:</b> LS136 <b>ISSUE DATE:</b> 7/31/06
<b>SUBJECT:</b> <b>Supplemental Procedure to the Work Planning and Control for Experiments and Operations Subject Area</b>	<b>REVIEWED BY:</b> J. Bullis B. Colichio C. Harris R. Sautkulis

### 1.0 Introduction

This is an implementing procedure based on the requirements of the Work Planning for Operations section of the [Work Planning and Control for Experiments and Operations Subject Area](#) (WPC). The purpose of this procedure is to provide the specific methods used in the Life Sciences Directorate in applying the work control system.

### 2.0 Scope

The requirements in this document apply to all external work coming into the Life Sciences Directorate and to certain internal work performed. This process does not apply to the following work activities:

- Work Planning and Control for Experiments (part of WPC Subject Area)
- Worker planned work (or skill of the worker) as defined in attachment 2 or worked deemed low hazard by a Work Control Coordinator during a walk down.
- Computer work
- General administrative work

### 3.0 Responsibilities:

As defined in the [WPC Subject Area](#).

### 4.0 Qualifications of Work Control staff:

- The Department Chair appoints the Work Control Manager (WCM). R2A2 is updated for WCM.
- The Department Chair or WCM notifies the Work Planning and Control Subject Matter Expert (SME) as to the appointment.
- The SME establishes that the WCM is qualified and concurs with the appointment.
- The WCM appoints the Work Control Coordinators (WCCs).
- The WCC completes the online WPC for Site Infrastructure Maintenance and Operation training course or equivalent.
- The WCM qualifies the WCCs by completing the WCC Qualification Form (Attachment 4) and updating R2A2 and BNL WCC list. The Department Chair concurs.
- Work Control Managers and Coordinators shall communicate via email, lessons learned distributions, informal discussions and/or periodic meetings.

### 5.0 Requirements

#### 5.1 Work Control Manager and Work Control Coordinators:

The Life Sciences (LS) Work Control Manager appoints Work Control Coordinators (WCC) for the Directorate. All WCCs are included on the MMC "designated caller list". The list of all BNL Work Control Managers and Coordinators is posted on the Plant Engineering website at: [http://epweb.pe.bnl.gov/div/WEB\\_WCM.asp](http://epweb.pe.bnl.gov/div/WEB_WCM.asp)

#### 5.2 Logbook

WCC are responsible for maintaining a logbook or equivalent (i.e. electronic work request via Maximo) showing all the work requests they have screened. It must contain the following information:

Date of Request

Requisitioner

Description of Work

Work Permit required (Yes or No)

Intra-Laboratory Requisition Number

Plant Engineering Work Order Number, if applicable

### 5.3 Processing and Screening Work Permits

#### 5.3.1 Internal Work

Internal work requests (work providers are on the Biology or Medical Department staff) are exempt from WCC review if skill-of-the-craft covers the work (see attachment 2).

#### 5.3.2 External Work Requests (including vendors):

A work control coordinator must screen all external work requests. The coordinator will use [the Screening Guidelines for work permit determination](#) in WPC Subject Area to make a determination of whether a work permit is needed or not. If a permit is required, the WCC uses the [Screening Guidelines for Work Planning & Control and Application of the Quality Graded Approach](#) to determine if it should be rated as low, moderate or high.

### 5.4 Filling out the Work Permit

When a work permit is required, the Requester, with assistance from the WCC; fill out blocks 1 and 2 (Hazards and controls). A review team is created.

- \* Note: Job site walkdowns or review meetings by the Review Team are preferred, however series review by the members are permissible. The team, at a minimum, shall include the WCC and service provider, and depending on the complexity of the task, others as decided by the WCC.

It is the responsibility of the service organization to recognize and fill in the task-related safety concerns.

The Work Permit process continues as defined in the WPC Subject Area.

### 5.5 Worker Involvement

Any individual involved in this process is encouraged to provide feedback, which is noted in Block 7 of the WP.

### 5.6 Work Permit Review

The Life Sciences Primary Reviewers are listed on Attachment 3.

### 5.7 Scheduling

A WCC must be notified when a vendor is scheduled to arrive. Typically, for work requiring a purchase order, a respective Department Procurement administrator is notified of requests for outside contractors/vendors. The procurement administrator in consultation with the work control coordinator determines if a Work Permit is required by using [the Requisition Questionnaire for ISM Flowdown](#). If one is required then it is noted in the Message to Buyer field on the Purchase Order and the Work Permit is initiated when scheduled and completed when the service provider arrives on site. When a purchase order is not required, the employee requesting the work must contact the WCC.

### 5.8 Change Control

See WPC Subject Area.

### 5.9 Feedback and Closeout

See WPC Subject Area. This section may also include the write up of the work that was performed and may reference attachments.

### 6.0 Recordkeeping

Logbooks and Work Permits should be kept by the Work Control Coordinator in accordance with the Records Management Subject Area.

## **Attachment 1**

The following facilities operate under standard operating procedures (SOPs) and, for some, Radiation Work Permits.

### **Facilities:**

- Brookhaven Laboratory Animal Facility (Bldg 490)
- Clinical Research Center (Bldg 490)
- Regulated Medical Waste Handling (Bldg 490)
- Controlled Environment Radiation Facility (Bldg 463)
- Radiation Therapy Facility (SUNY/SBUH) (Bldg 490)
- BLIP Operations (Bldg 931) Note: *Research and Development activities covered under WPC for Experiments*
- TPL Operations (Bldg 801) Note: *Research and Development activities covered under WPC for Experiments*
- Cyclotron (Bldg 901)

**Attachment 2**

The following activities have been reviewed by the Work Control Manager and ESH Coordinator and workers and can proceed without a Work Permit or can follow a Standing Work Permit. Job Risk Assessments have been conducted for these activities:

**Activities:**

- Agricultural Operations NY State DEC pesticide applicator license, hazardous waste generator training and environmental briefing. (JTA assigned).
- Machine Shop - machine shop steward maintains list, all users complete machine shop safety training.
- Mechanical Technician Operations Job Training Assessments assigned
- Glassware Washing OJT and Job Training Assessment for Departmental Glasswashing support positions.
- Biological Research for Biosafety Level I operations as defined by the Center for Disease Control.
- Autoclave Operations OJT, posted instruction sheet
- Custodial Services -- Standing work permit for general custodial activities-covered by EP procedures.
- General Office Work--Administrative and computer operations

### **Attachment 3**

#### **Life Sciences Directorate Work Planning Permit Primary Reviewers:**

- Robert Colichio, All Directorate Buildings
- James Bullis, Buildings 801/931
- George Meinken, Buildings 801
- Henry Schnakenberg, Building 931
- Slawko Kurczak, Buildings 801/931
- Richard Sautkulis, Biology Buildings
- Ann Emrick, Biology Buildings
- Chris Harris, Bldg. 490 and 560
- David Schlyer, Bldgs 901 and 906
- David Alexoff, Bldg. 906

## Attachment 4

### Life Sciences Work Control Coordinator Qualification Form

Work Control Managers: Fill out form with the Work Control Coordinator (WCC) participation. Check all items that that apply and sign where indicated, denoting authorization of the person to plan work.

Chair: Sign where indicated denoting your concurrence with the WCM's recommendation.

WCC Name: \_\_\_\_\_ Date of evaluation: \_\_\_\_\_

Buildings: \_\_\_\_\_ Date of WCC R2A2: \_\_\_\_\_

#### Experience (check all that apply)

Is or was a Supervisor, Training Coordinator, ES&H Coordinator, Building Manager, Local Emergency Coordinator, Quality Assurance Representative.

Has experience as a craft-person or technician.

Uses e-mail, ORPS, Lessons Learned, PAAA, BTMS and other essential Lab-wide communication tools.

Interacts with appropriate staff.

#### Work Planning & Control

Understands the Work Planning and Control Subject Area and tools needed to effectively plan work.

Understands and utilizes the Core Functions and Guiding Principles.

Uses appropriate JRAs and FRAs whenever possible

Knows how to obtain technical support in all aspects of Environment, Safety, Security and Health. This includes Radiological Protection, OMC and other resources available to Work Control Coordinators.

Maintains a system of accountability for work planned, performed and followed up.

#### Work Coordination

Understands the need to assimilate the work with all other activities.

Coordinates work with other trades, tenants, operations, utilities, research, and all else that may be affected by such work.

#### Environmental Protection

Assists in maintaining ISO 14001 compliance, including proper waste management and disposal.

Involves ECR as appropriate.

#### Industrial Safety

Understands basic principles of occupational safety.

Identifies hazards typical of those encountered in the work areas.

Understands basic fire protection principles.

Is compliant with OHSAS 18001 and familiar with Job Risk Assessments and Facility Risk Assessments.

#### Industrial Hygiene

Understands the basic principles of Industrial Hygiene, both chemical and physical and involves the IH Representative as necessary in the work planning process.

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## Radiation Protection

Is aware of the need to inquire and be assured that all radiation safety requirements are met.

Understands the ramifications of PAAA violations.

Involves the Facility Support personnel as necessary to the work planning process.

Work Control Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Work Control Manager \_\_\_\_\_ Date: \_\_\_\_\_

Chemistry Chair: \_\_\_\_\_ Date: \_\_\_\_\_