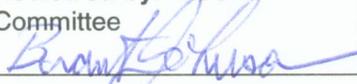
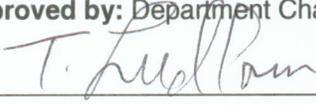


BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-ESSH-10	Revision: 5
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Subject: Work Planning and Experimental Safety Review Policy		
Prepared by: Michael Zarcone 	Reviewed by: ESSH Committee 	Approved by: Department Chair 

Official copies of these procedures are maintained at the following website; <http://www.bnl.gov/physics/safety/policies.asp>. Before using a printed copy, verify that it is the most current version by checking the document issue date on the website. Signed copies of these official procedures are maintained at the Training Office.

WORK PLANNING AND EXPERIMENTAL SAFETY REVIEW POLICY

Requirements related to this Policy are contained in the [SBMS Subject Area Work Planning and Control for Experiments and Operations](#), and documents referred to therein. The Physics Department's implementation of this policy is intended to be in full compliance with the Subject Area, and to incorporate BNL's Integrated Safety Management System. All work in the Physics Department must be reviewed under the terms of this Policy, or under the terms of the applicable Subject Area, or equivalent formal review.

I. WORK PLANNING

Department Specific Information:

- A. The Department Chair has appointed the Building Manager to serve as the Work Control Manager and the Work Control Coordinator for the Department.
- B. This document is the Physics Department's work planning and control system procedure. It is monitored through the Department Self Assessment Plan.
- C. The Work Control Manager:
 1. In consultation with the Department ESSH Committee, designates areas that are strictly administrative in nature and are not required to comply with the Work Planning and Control Standard.
 2. Establishes a Memorandum of Understanding with each service department in relationship to use of the work permit, as needed.
 3. Ensures that personnel within the Department are informed of the new requirements of their work planning and control procedures. This is to include work screening guidelines, work permit, worker feedback, and other department-specific policies that may apply.
 4. Tracks and closes out work permits within the Department.

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5. Maintains the Department key plans and serves as the contact point for questions on work activities in these (cross-hatched) areas.
 6. Consults with the ESH Coordinator and the Environmental Compliance Representative (ECR) for work that may impact safety or the environment.
- D. Work Request Screening - All work requests for internal work not covered in an ESR, and for external work from the service departments must be submitted to the Building Manager, ext. 2281. The Building Manager/Work Control Manager will decide if the request requires group-specific screening or additional review by the ESH Coordinator or the ECR. This can be a verbal inquiry. See the Work Planning and Controls for Experiments and Operations Subject Area for criteria in assigning work as low, moderate, or high hazard work.

II. EXPERIMENTAL SAFETY REVIEWS

Department Specific Information:

- A. The Department Chair has appointed the Department ESSH Committee to function as the Experiment Safety Review Committee (ESRC).
- B. The Department Chair has appointed the ESH Coordinator to function as the Experiment Review Coordinator (ERC).
- C. The ERC updates the Physics Department environmental aspects table, and provides information and assistance, as needed, to the Environmental Compliance Representative (ECR) so that Process Evaluation Project forms can be completed.
- D. The ERC may give initial approval to continue or start up experiments prior to review by the ESRC provided that the hazards are minimal or the work is of a routine nature whose hazards and controls are well understood.
- E. The annual Experiment Safety Review (ESR) update may, at the discretion of the ESRC, consist of a statement by the Principal Investigator that there have been no changes since the last approved review. If there are new review requirements, these are addressed in the "no changes" statement.
- F. A continuing experiment submits a new ESR form at least every three years even if there have been no changes to the experiment during that period. Minor changes during the three-year period are addressed as addenda to the full ESR document and are subject to review by the ESRC.
- G. The ESRC review includes:

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1. A review of written documentation by Committee members.
 2. The opportunity for discussion of the experiment safety review by Committee members.
 3. Human Performance considerations as part of the hazard analysis.
 4. The opportunity to discuss with, or acquire additional information from, the PI or personnel who work on the project, subject matter experts and compliance representatives. This may be at the request of the ESRC or the experimenters.
 5. An inspection of the project work area(s) prior to approval of the project safety review when deemed necessary.
- H. A copy of the approved Experiment Safety Review form shall be forwarded to the Department Chair for final approval and signature.
- I. The signature of the ESRC Chair on the approved project safety review documentation signifies the acceptance of the project safety review by the full Committee, unless specified otherwise in the review summary.

III. PHYSICS DEPARTMENT CAPITAL PROJECT DATA AND AUTHORIZATION SAFETY CHECKLIST

In an effort to be proactive, the Physics Department requires the attached checklist to be submitted for all capital projects. The checklist is reviewed and signed by the ESH Coordinator to ensure that the project falls within the FUA, and can alert the PI to the process to be followed for proper reviews and authorizations.

**PHYSICS DEPARTMENT CAPITAL PROJECT DATA
AND AUTHORIZATION SAFETY CHECKLIST**

No work on Projects can begin until the required Safety Reviews have been completed.

Name: _____ **Ext:** _____ **Group:** _____

Project Title: _____ **Account:** _____

Location(s) of work: _____

- This is a new Capital Equipment Project.
- The safety and environmental hazard levels are the same as previously reviewed.
- Unreviewed hazards may be involved in this Capital Project.

Below, check the hazards involved with the Project. Include hazards for work performed on this Project outside the Department.

Chemical Hazards:

- Hazardous Chemicals/Materials
- Carcinogens/Suspect Carcinogens
- Flammable, Explosive, or Toxic Gases
- Hazardous Solvents
- Methylene Chloride Use
- OSHA Regulated Chemicals
- Toxic Metals (Be, Cd, Hg, Pb, etc.)
- Hydrofluoric Acid Use
- Other: _____

Physical Hazards:

- Machine Shop Use
- Pressure Vessels with > 15 psi
- Heating/Drying Ovens
- Fire Potential
- Lifting/Rigging Equipment
- Compressed Gases
- Cryogenic Materials
- Oxygen Deficient Atmospheres
- Hazardous Electrical Operations
- Exposed Electrical Components

Radiation Hazards:

- Sealed Radioactive Sources/Materials
- Unsealed Radioactive Sources/Materials
- X-ray Generating Equipment
- Class IIIB or Class IV Lasers
- RF/Microwave Generating Equipment
- Magnetic Fields

Environmental Hazards:

- Generation of Hazardous or Industrial Waste
- Other Environmental Releases/Disposals

Others:

- _____

To the best of my knowledge, this form accurately represents the Safety and Environmental hazards of the indicated Capital Project.

Signature: _____

Date: _____

For Department Use

- Additional ES&H Review is required. Review completed: _____
- Current ES&H Review is adequate.

ESH Coordinator: _____ Date: _____