

## **Prejob Planning**

### **1.0 Purpose**

This procedure provides requirements for establishing a method for identifying, controlling, and documenting hazards associated with contractor work activities and communicating this information to all affected workers in compliance with Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA), and applicable environmental and radiological codes and standards. The provisions of this procedure apply to work activities associated with tasks performed by Battelle-Pacific Northwest Division (PNWD) subcontractors.

### **2.0 Definitions**

**Graded approach** is a methodology incorporated into the work planning and control process that determines the rigor for implementing these work planning and control attributes based on the importance/significance and associated consequences of the activity.

#### **Job Safety Analysis (JSA)**

**Preliminary Hazard Assessment (PHA)** is a broad hazard-screening tool that includes a review of the work that will be performed and identifies the hazards associated with the work and the work location. The results of the PHA are used to determine the need for additional, more detailed hazard assessment, serve as a precursor documenting that further assessment is deemed necessary, and serve as a baseline hazard assessment where further analysis is not indicated.

### **3.0 Hazard Assessment and Control Process**

Using a graded approach, the contractor, in consultation with Battelle - Pacific North West Division (PNWD) Subject Matter Experts (SMEs) and System Engineers (SEs), will:

- identify potential hazards that could adversely impact Battelle and contractor staff, the public, the environment, the facility and its equipment, or the Laboratory's mission
- assess the severity/significance of each potential hazard
- develop hazard control methods and mitigation
- determine the applicable sections of the Contractor Environment Safety and Health Manual
- select the mechanism for documenting the hazard assessment and control process.

The contractor is prohibited from performing on-site work without authorization from the Battelle Contract Representative.

#### **3.1 General Requirements**

The contractor is responsible for understanding the scope of work in sufficient detail to plan work, to identify hazards associated with the work, and to develop necessary schedules, priorities, and work instructions.

Work activities need to be understood to a level of detail to ensure acceptable results given the complexity of the work, the significance of the work, the hazards associated with the work, and worker knowledge and experience. The quality of work planning activities must be sufficient to ensure safe and reliable performance of work. Work planning procedures should provide clear guidance on how to apply the graded approach in a manner that ensures thorough planning and worker safety, but allows appropriate flexibility to accomplish work without imposing overly conservative or unnecessary restrictions, costs, or burdens.

The contractor shall inform non-PNWD staff of the hazards and prescribed safety measures that must be in place prior to the performance of their duties.

## **4.0 Requirements**

This section applies to all Contractor activities performed at Battelle - PNWD locations.

### **4.1 Preliminary Hazard Assessment (PHA) Process**

Prior to the initiation of any on-site work, the Contractor shall submit a completed Preliminary Hazard Assessment Form (PHA) or an acceptable equivalent for review and concurrence by Battelle - PNWD. Using a graded approach, the Contractor will complete a Preliminary Hazard Assessment Form or an acceptable equivalent hazard assessment (i.e. Job Hazard Analysis) by:

- summarizing the job scope
- providing a description of each activity or phase
- identifying potential hazards associated with the activities being performed
- specifying safety measures applied to eliminate or control the hazard
- designating appropriate protective devices and/or equipment
- selecting a mechanism to evaluate the adequacy of those controls.

The contractor will sign the applicable hazard assessment documentation and return it to the designated Battelle – PNWD Contract Representative who will route it to the appropriate Battelle – PNWD Safety and Health (S&H) representative for review and concurrence.

All non-PNWD staff involved in the work shall review the hazard assessment documentation prior to starting work.

Supplemental hazard assessment documentation shall be prepared by the Contractor if the work scope, site conditions, or hazards change. All affected non-PNWD staff involved in the work being performed shall review the supplemental hazard assessment documentation prior to continuing work.

## **4.2 Job Safety Analysis (JSA) Process**

All construction activities performed at PNWD require a Job Safety Analysis (JSA). The JSA shall be completed by each contractor and/or subcontractor for their anticipated work tasks. The contractor's JSA will include the following information:

- job scope and description of activities
- listing of each activity or phase
- hazards associated with the activities being performed
- specific safety measures applied to eliminate or control the hazard
- appropriate protective devices and/or equipment specifically designated.

Contractor JSAs must be developed in sufficient detail to preclude confusion and misunderstanding. Consideration will be given to hazards related to human factors, fatigue, heat/cold stress, restricted work space, restrictive personnel protective equipment (PPE), elevated work, and repetitive motion.

The contractor shall submit their JSA to Battelle-PNWD Construction Safety Specialist for review and concurrence.

A walk-down of the actual construction site will be done before start of work. Prejob planning will be developed using the known or potential hazards list from the JSA document. Required training and permits must be completed for the items on the known or potential hazards list.

The prejob plan or briefing will be given to all affected personnel before starting work. All non-PNWD staff involved in the work shall review the JSA and sign the Prejob Safety Planning Signoff sheet.

The original JSA shall be reviewed, revised, and re-approved if the work scope, site conditions, or hazards change. Field changes, i.e., red line, pen/ink changes are acceptable. All affected non-PNWD staff involved in the work being performed shall review the updated JSA.

The contractor JSA shall be placed in a conspicuous location available to all non-PNWD staff and visitors.

## **5.0 References**

10 CFR 835, Occupational Radiation Protection

29 CFR 1910, Occupational Safety and Health Standards

29 CFR 1926, Safety and Health Regulations for Construction

WAC 296-24, General Industry Safety Standards

WAC 296-155, Safety Standards for Construction Work

## **6.0 Records**

Job Safety Analysis

Prejob Safety Planning Signoff

Preliminary Hazard Assessment Form

## **7.0 Forms**

[Job Safety Analysis](#) (Word)

[Prejob Safety Planning Signoff](#) (Word)

[Preliminary Hazard Assessment Form](#) (Word)