

Brookhaven National Laboratory/ Photon Sciences Directorate			
<b>Subject:</b>	<b>Work Planning and Control Procedure</b>		
<b>Number:</b>	PS-ESH-PRM-1.3.6	<b>Revision:</b> 1	<b>Effective:</b> 5/15/2012
			<b>Page 1 of 5</b>
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\*Approval signatures on file with master copy.

## 1. Purpose

The purpose of this procedure is to implement the Work Planning and Control System Subject Area within the Photon Sciences Directorate (PS). It applies to all work authorized and performed at or for the NSLS and NSLS-II. A graded approach that is commensurate with the level of hazard, programmatic impact, and quality assurance is used to determine the level of rigor required. The PSD utilizes the [electronic version](#) of the BNL SBMS Work Permit form. This PSD PRM is supplemental to the [BNL SBMS Work Planning and Controls for Experiments and Operations](#), which should be consulted for detailed information beyond the scope of the PRM.

It is the intent of this PRM to ensure that all work performed within the Photon Sciences Directorate is adequately screened and planned at the supervisor/worker level; or through enhanced work planning conducted under the supervision of the appropriate Work Control Coordinator and the Work Control Manager.

## 2. Scope

This procedure applies to all work undertaken at the PSD. This includes work performed by the BNL Service Groups, PSD Scientific, Professional and Technical Staff, PSD Beamline Staff and Users, and Outside Contractors and Vendors. For planning, analyzing and conducting experiments, refer to [PRM 1.3.5a, Experiment Safety Review](#).

Work screening is performed, but a work permit is not needed for the following:

1. Routine activities that follow written procedures approved for work conducted at PS facilities.
2. General administrative work.
3. Work that is covered by the individual's [Worker Qualification Matrix](#). (Note: in some cases a formal work permit may be specified in the Matrix)
4. Work that has been screened by the supervisor/worker and has been determined to contain no unusual hazards or conditions beyond the worker's training and qualification.

## 3. References

[BNL SBMS Work Planning and Control for Experiments and Operations](#)

## 4. Definitions

[Work Planning and Control for Experiments and Operations - Definitions](#)

Brookhaven National Laboratory/ Photon Sciences Directorate				
<b>Subject:</b>	<b>Work Planning and Control Procedure</b>			
<b>Number:</b>	PS-ESH-PRM-1.3.6	<b>Revision:</b>	1	<b>Effective:</b> 5/15/2012
				<b>Page 2 of 5</b>

## 5. Prerequisites

A prerequisite for applying the work control system is to understand the concept of the [Screening Guidelines for Work Planning and Control](#).

PS Work Control Manager and Work Control Coordinators are required to take the appropriate training, as per [SBMS Subject Area Work Planning and Control for Experiments and Operations](#) and the Photon Sciences Directorate training for Work Control Coordinators [PS-WCC-BRIEF](#).

## 6. Responsibilities

**6.1** The [PSD Work Control Manager \(WCM\)](#) is responsible for the overall functioning of the PS Work Control Program. The WCM will:

- Provide guidance and interpretation of work planning requirements applicable to Directorate activities.
- Convene and chair the Work Planning/Permit Review Committee. The membership of the Work Planning Committee will consist of the WCM and ROCO (Research Operations Coordination and Oversight), Training Coordinator, ESH personnel assigned to NSLS or NSLS-II, such as the applicable Environmental Compliance, Facility Support, and Industrial Hygienist representatives. Also attending will be the Work Control Coordinator (WCC) as well as the involved technician/engineer/scientist/trades associated with the work covered by the permit. The WCM will invite additional Subject Matter Experts (ESH Professionals) as needed to assist in the planning process.
- Schedule meetings as needed with WCC's and appropriate line management personnel to provide training and update information regarding BNL work planning requirements and experience.
- In conjunction with the ESH Coordinator or other designated ESH professional, review work performed under a Memorandum of Understanding for PSD to determine that clearly defined responsibilities exist for work planning and control, and to provide oversight as needed to determine the effectiveness of the program.

**6.2** Supervisors and [Work Control Coordinators \(WCC\)](#) are responsible to screen all work pertaining to their group/assigned function to determine the appropriate level of work planning that is required to conduct the activity in a safe manner.

- All work assigned and authorized must be adequately screened by the supervisor and the worker to ensure that the hazards and controls are understood and that no unusual conditions exist which require additional planning. As needed, the supervisor/worker shall consult with applicable [Job Risk Assessments \(JRAs\)](#) or appropriate ESH personnel for additional information regarding hazards and their controls.
- Work that is governed by a written procedure or is addressed in a worker's qualification matrix does not normally require additional work planning unless specified in the procedure or matrix. However, additional planning is required when unexpected conditions are encountered.

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<b>Number:</b>	PS-ESH-PRM-1.3.6	<b>Revision:</b> 1	<b>Effective:</b> 5/15/2012
			<b>Page 3 of 5</b>

- The supervisor/work control coordinator is responsible to confirm that all workers are trained and qualified to perform the assigned work.
- Work performed for the PSD by other Laboratory organizations under a Memorandum of Understanding (MOU) shall be planned and controlled as defined in the MOU.
- Work performed by a contractor/vendor must also be screened by the responsible supervisor to determine applicable training and work planning requirements for the workers. All work conducted by a contractor/vendor is subject to BNL Work Planning and Control requirements. Consult the contractor vendor training guidance prepared by the NSLS/NSLS-II Training Coordinator.
- Work that has been authorized by a Work Control Coordinator under the conditions of a specific work permit shall be recorded in a log maintained by the WCC. After the work is completed, the WCC shall close out each permit for which they have authority.
- In the event that the responsible WCC or back-up is not available to screen an assigned task to determine ESH planning requirements and worker qualification requirements, the work shall be screened by the most knowledgeable systems technician, the cognizant Systems Engineer, and a member of the Work Permit review team to determine the status of additional formal enhanced work planning.
- WCC's are also Designated Callers authorized to call the BNL Maintenance Management Center at ext. 2468, or to place electronic work requests via MAXIMO to request maintenance and repairs by the BNL Service Groups.

**6.3** A designated ESH Professional shall be the Primary Reviewer of all Work Permits that have an overall rating of Moderate or High. Only the designated ESH Professional, or his/her designated alternate, as the Primary Reviewer, may PIN Moderate or High Hazard Work Permits.

## 7. Procedure

The work planning process at the PS is performed in accordance with the flow chart shown in Appendix 1. This process as defined conforms to the [BNL SBMS Work Planning and Controls for Experiments and Operations](#), with the following authorized exception: the PS utilizes the [BSD Electronic Work Permit](#) (EWP) System. To access the EWP follow the directions given in Appendix 2. After the EWP is pinned, a hard copy shall be printed on green paper by the WCM and a work package will be given to the designated WCC. Any other color paper will be considered a copy.

## 8. Records Management

Completed, signed and closed out original green Work Permits are compiled and archived with the WCM. A white copy of all closed Electronic Work Permits shall be printed and placed in the work package file to capture any comments that were added to the electronic form during the work process. WCCs should archive copies of all completed, closed out permits for which they authorized work for future reference.

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Brookhaven National Laboratory/ Photon Sciences Directorate				
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<b>Number:</b>	PS-ESH-PRM-1.3.6	<b>Revision:</b>	1	<b>Effective:</b> 5/15/2012
				<b>Page 4 of 5</b>

## APPENDICES

[Appendix - 1 Photon Sciences Directorate Work Permit Flow Chart](#)

[Appendix - 2 Photon Sciences Directorate Electronic Work Permit Help Sheet Attachment](#)

[Appendix - 3 Photon Sciences Directorate Work Permit Log Sheet](#)

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<b>Subject:</b>	<b>Work Planning and Control Procedure</b>			
<b>Number:</b>	PS-ESH-PRM-1.3.6	<b>Revision:</b>	1	<b>Effective:</b> 5/15/2012
				<b>Page 5 of 5</b>

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