

WORK PLANNING, CONTROL AND AUTHORIZATION FLOW DIAGRAM

Core Functions:

1. Define the Scope of Work

Task Identified and Assigned

Perform Preliminary Planning

- Review applicable SOPs or OSPs¹ for planned work or sub-tasks
- Identify potential hazards
- Identify applicable standard protecting measures
- Review Lessons Learned from similar tasks
- Identify necessary training
- Review required qualifications for the work planned
- Make sure necessary resources are available
- Involve workers during planning as a resource
- Allocate sufficient time to perform task

Utilize area specific TaskList as directed by affected work group, or when an activity:

- Involves cross-divisional work
- Involves many sub-tasks and/or many people
- Affects other staff's safety or work space environment
- Affects the operational status of workplace system (power, water, interlocks, etc.)

2. Analyze the Hazards

Inspect work area to identify possible additional hazards

Is task within scope of understanding or norm?

NO

Involve SMEs and ESH&Q professionals

YES

Is training² adequate for the work planned?

NO

Training (or identification of alternate, trained staff) required before task can begin

YES

Complete Informal Evaluation of the Risk(s) of Planned Work:

- Assess Risk Code (See ES&H Manual Chapter 3210 for details)
- Involve SME, ESH&Q professionals as appropriate

Is Risk Code $\leq 2^3$ w/ standard protecting measures⁴?

NO

Formal THA Required

YES

3. Develop and Implement Hazard Controls

Is there an approved OSP, SOP, or TOSP for planned work?

NO

Develop appropriate Work Control Document with a Formal THA, review and approvals as per chapters 3210, 3310 & 3320 of ES&H Manual

YES

Formal Task Hazard Analysis NOT required

- Job is "Skill of the Craft" as defined by training and qualifications²

Read, understand and sign (where appropriate) associated Work Control Documents and attach to TaskList

Perform pre-job briefing and work safely within controls

4. Perform Work Within Controls

Provide Feedback

Review results and write Lessons Learned that would be applicable for similar jobs in the future

5. Feedback and Continuous Improvement

Standard Protecting Measures⁴

Basic PPE

- Hard Hat
- Safety Glasses w/ side shields (as needed)
- Safety Shoes
- Ear protection
- Face Shield
- Gloves
- Knee Pads
- Proper Work Clothes

Engineered Safeguards already in place and reviewed

LEGEND

OSP—Operational Safety Procedure
 SME—Subject Matter Experts
 SOP—Standard Operating Procedure
 SOW—Statement of Work
 THA—Task Hazard Analysis
 TOSP—Temporary Operational Safety Procedure

1- OSPs and SOPs must be approved and current to be considered valid
 2- Training = Equipment Specific, Area Specific or Functional or Technical Competencies
 3- When RC =2, worker and supervisor will meet to discuss associated hazards before task can begin
 4- As per Chapter 3210 of ES&H Manual