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Brookhaven National Laboratory/ Photon Sciences Directorate

Subject:	Photon Sciences Work Control Coordinator's Briefing (Course Code PS-WCC-BRIEF)					
Number:	PS-TRN-CRM-0015	Revision:	B	Effective:	04/30/2012	Page 1 of 3

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*Approval signatures on file with master copy.

[Revision Log](#)

Instructions:

Read the material below and then close this document. You will receive credit for training through the BNL training system.

Trainers:

Personnel qualified to provide this briefing are:

- Work Control Manager (WCM) - A. Boerner
- Deputy Work Control Manager (DWCM) - T. Mendez
- Deputy Work Control Manager (DWCM) - R. Kiss

Course Objective:

To provide all Photon Sciences Directorate Work Control Coordinators (WCCs) with an awareness of Work Planning and Controls requirements.

As a Work Control Coordinator, you must be familiar with the following programs:

- [Integrated Safety Management \(ISM\)](#), especially the 5 core functions and 7 guiding principles
- [ISO 14001 Plus Environmental Management System Manual](#) and understand the aspects of that program pertinent to your work
- [Occupational Health & Safety Assessment Series OHSAS 18001 Program](#) and understand the aspects of that program pertinent to your work
- [Lessons Learned](#)

You must read the following documents:

- [Work Planning and Controls](#) Subject Area, pay special attention to:
 - [Worker Planned Work](#)
 - [Screening Guidelines for Work Permit Determination](#)
 - [Examples of Job Hazard Ratings](#)
 - [Work Planning Flow Chart](#)
- [Work Planning and Controls Procedure LS-ESH-PRM-1.3.6](#); pay special attention to:
 - [Work Control Coordinator Log](#)

You must be familiar with the following documents, pertinent to your role:

- [Job Risk Assessments \(JRA's\)](#)
- [Facility Risk Assessments \(FRA's\)](#)
- [Worker Qualification Matrices](#)

You must know when and how to use the following:

- [The electronic Work Permit System](#)
- A standing work permit
- Standard Operating Procedures (SOP's)
- [Safety System Work Authorizations](#)

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You must be familiar with the following staff:

- [Work Planning/Permit Review Committee](#) for Photon Sciences Directorate
- [Work Control Coordinators](#) and their work planning roles
- [ESH Staff](#), including the RCD Facility Support Representative

As a Work Control Coordinator, you should:

- Limit coordination to jobs for which you understand the nature and scope of the work being planned
- Attend routine Maintenance Meetings when necessary
- Attend WCC meetings to keep up to date with work planning issues and requirements
- Coordinate tasks with other trades, operations, utilities, research staff, and others that may be affected
- Maintain awareness of typical hazards in your work area
- Understand typical occupational safety concerns, especially related to: egress, elevated work, personal protective equipment (PPE), material handling and rigging, welding, housekeeping, electrical, Property Protection Areas (1-161A, 2-101, 2-152A, 2-191A)
- Understands typical industrial hygiene concerns, especially: lead, beryllium (Be), solvents, oils, noise, lasers
- Understands typical health physics concerns, especially: Controlled areas, radiation areas, activation areas, postings, dosimetry, and PAAA violations.

If this is your initial training as a WCC, please email the following people to assist with your other requirements for this role. Skip this step if you are completing this training as a refresher.

- [Photon Sciences Work Control Manager](#), Al Boerner, for the WCC practical (once you are approved as a WCC, your name will be added to BNL's list of [Work Control Coordinators](#) by the WCM)
- [Photon Sciences Training Manager](#) to assign the Job Training Assessments (JTAs) as Work Control Coordinator
- [Maintenance Meeting Coordinator](#), to be added to the NSLS Maintenance Meeting notifications email list. Employees who do not work at the NSLS may skip this step.

