

Transition to Work Planning and Control

Work Planning and Control (WPC) Activity Manager or JHA processes apply to all LBNL staff and affiliates working at Berkeley Lab, a LBNL managed facility, or a remote field location. Individuals working for subcontractor vendors, service vendors, and construction contractors may be authorized to conduct work under alternate processes (the Subcontractor JHA and the Construction JHA Programs, respectively).

During the period of November 3, 2014 – April 30, 2015, ATAP work authorizations will be transitioning from Job Hazards Analyses (JHAs), Task-Based JHAs, and Activity Hazards Documents (AHDs) to Work Planning and Control (WPC) Projects and Activities. [NOTE: Projects and Activities under WPC are not the same as under the Financial System Manager (F\$M)] The steps toward the ATAP transition are anticipated to include:

- **October – November 2014** – Division Director and Program Heads select initial Project Leads and Activity Leads. EHS Liaison and Division Safety Coordinator met with initial Project Leads and Activity Leads to provide information and launch draft Projects and Activities.
- **December 2014** – Activity Leads continue to work on drafting Activities. The Activities for NDCX-II are completed, reviewed, and authorized.
- **January 2015** – Activities for work covered by AHDs and/or RWAs will be completed and submitted for review.
- **February 2015** – Activities for work covered by AHDs and/or RWAs are reviewed and authorized. Workers read and accept work assignments and hazard controls.
- **March 2015** – Activities for remaining work are completed, reviewed, and authorized. ATAP Division Safety Coordinator meets with DSCs of Divisions with matrixing/space sharing relationships (Engineering, ALS, MSD, NSD, EETD) to check for any gaps in work authorizations. Division Safety Coordinator meets with ATAP Supervisors to review JHAs of ATAP personnel to determine whether all work has been described and authorized by WPC Activities. Division Safety Coordinator will request EHS termination of JHAs that have been fully replaced by WPC Activities. Where gaps in authorizations are discovered, JHAs will remain active until work assignments are adjusted or new Activities are created to fully cover the work.
- **April 2015** – Any pending Activity reviews for existing work are completed and all remaining AHDs and JHAs are terminated.

Before drafting or updating a work authorization, ATAP personnel should talk to their supervisors and ask which system to use. If Activities have been created within Activity Manager that cover the scope of the work, it will be authorized through Activity Manager. If not, the work will be authorized by a JHA, Task-Based JHA or AHD until appropriate Activities in Activity Manager are created. **Existing work authorizations must be maintained until the work is fully authorized under an approved WPC Activity.**