

## Work Planning and Control Process

When planning a new experiment or project, the first step is to contact the ATAP ES&H Coordinator to assist in determining what type of work authorization is needed. Most work is authorized through **WPC Activities**, as described in **ES&H Manual, Chapter 6**, that are required for most LBNL work. The Activity Lead enters information describing the work and hazards, and WPC Activity Manager categorizes the hazard level of activities as low (1), medium (2), or high (3).

### Developing WPC Projects and Activities

The process of writing and obtaining approvals for a new Activities can typically take several weeks. Activities are written and signed electronically on the **WPC Activity Manager database**. An Activity consists of a description of the work, descriptions of the hazards and controls, a list of assigned personnel and their authorizations levels, and the required approvals. Supporting documents such as procedures, diagrams, hazard analyses, and other work authorizations may be uploaded.

### WPC Activity Review Process

When a draft WPC Activity is ready for review, the Activity Lead releases it electronically for review. The EHS Review Leader (the EHS Liaison) sends invitations to relevant EHS Subject Matter Experts to participate in the review.

Initially, until ATAP Activity Leads have demonstrated proficiency using the WPC Activity Manager system, WPC Hazard Level 2 Activities will require approval by the ATAP ESH Coordinator.

**ATAP requires an on-site review for approval of WPC Activities with Level 3 Hazards.** ATAP may draw upon the expertise of matrixed personnel to strengthen our internal review process. The ATAP ES&H Coordinator may request that a Division Deputy, or, with approval of their Program Head, one or more staff or senior scientists and/or senior mechanical or electrical technicians external to the process being reviewed, but with appropriate experience in working with similar processes and hazards, serve as peer reviewers for a Hazard Level 3 WPC Activity. The ES&H Coordinator will lead the internal review, and may choose peer reviewers to assist. The reviewers will read the draft Activity, be invited to attend an on-site review, and report their recommendations to the ES&H Coordinator. The **Activity Review Form** is used to guide the on-site review. The review will include consideration of whether there will be circumstances when hazards remaining after controls could incapacitate a person so that he/she could not self-rescue or activate emergency services, which would require documented restrictions against **working alone**. The ES&H Coordinator may electronically sign the Activity or elect to bring further issues to the attention of the Activity Lead and EHS Review Leader for resolution before the Activity is recommended for approval by the Division Director. Hazard Level 3 Activities must be signed electronically by the review team and Division Director before it becomes final.

Supervisors of personnel assigned to Hazard Level 3 Activities must approve their work authorization, and authorized personnel must read and electronically sign the Activity before they begin working on the experiment.

WPC Activities are renewed at least annually, or whenever there are plans for significant modifications that will affect the scope of work, hazards, or controls.