

## 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**. There are also helpful videos and PDF documents available through the Work Planning and Control – Training and Resources website at <http://wpc.lbl.gov/training/> that describe each step of the process.

### 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. 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). Supporting documents such as procedures, diagrams, hazard analyses, and other work authorizations may be uploaded as attachments or referenced. It is required that Activity Leads complete the on-line training course, **EHS0011 Being an Activity Lead**, to fully understand their responsibilities.

### WPC Collaboration/EHS Review Process

The EHS Review Leader (the EHS Liaison) sends invitations to relevant EHS Subject Matter Experts to participate in commenting on the draft (Developing) Activity through collaboration. The ES&H Coordinator, Project Lead, and Activity Lead may draw upon the expertise of additional EHS, ATAP, or matrixed technical experts to strengthen our collaboration process. **The ATAP ES&H Coordinator may require or recommend an on-site or teleconferencing meeting as part of the Collaboration process before review and approval of WPC Activities.** The collaborators will read the draft (Developing) Activity, may be invited to attend an on-site or teleconferencing meeting, and comment on the Activity. **During COVID-19, most Activity reviews will take place remotely through Zoom meetings.**

## WPC Activity Review and Approval Process

When a WPC Activity has completed Collaboration and is ready for review and approval, the Activity Lead releases it electronically for the appropriate level of review.

Approver	Hazard Level 1	Hazard Level 2	Hazard Level 3
Activity Lead	Approve	Approve	Approve
Project Lead	Approve	Approve	Approve
Division Safety Coordinator	Notified	Approve	Approve
Division Director	N/A	N/A	Approve

Activities must be signed electronically by the reviewers before becoming Active.

Activities involving travel to or from locations with a higher COVID-19 case rate than Alameda County by LBNL employees or Affiliates must be approved by the EHS Liaison and Division Deputy for Operations. This approval may be documented through e-mail concurrence.

### Authorizing Work

Activity Leads may change the authorized personnel and work authorization levels on Activities at any time. 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.

### Modification and Renewal

WPC Activities are modified and renewed whenever there are plans for significant changes that will affect the scope of work, hazards, or controls. At a minimum Hazard Level 3 Activities are reviewed annually, Hazard Level 2 Activities are reviewed every 2 years, and Hazard Level 1 Activities are reviewed every 3 years.

### COVID-19 Controls in WPC

ATAP has established two WPC Activities for general COVID-19 hazards and controls:

- **AA-0132 COVID-19 Limited Resumption of Operations** covers requirements for site entry and on-site work;
- **AA-0140 COVID-19 Work within 6 ft. requiring respirators** is for people who must work within 6ft. of another person, unless the requirements are included in a job-specific WPC Activity.

In addition, work involving travel to or from the Lab by an employee or Affiliate must be described and authorized by a WPC. Travel to the Lab from a location with a higher COVID-19 case rate than Alameda County will require quarantine or a quarantine

equivalency plan. See EHS Manual Chapter 46 and contact your Division Safety Coordinator for guidance.