

Define the Scope of Work

Are managers and SMEs involved in project definition to ensure allocation of resources?

Is the work bounded by work packages, procedures and permits?

Have adequate resources been assigned?

Are workers and ES&H staff involved in work planning? Are thresholds established for the involvement of ES&H?

Is worker input integrated into planning activities?

- Long and short term schedules
- Schedules broken into reasonable tasks
- Tasks well defined in “eList”
- Proof of worker involvement in task definition and scheduling (meetings?)
- Experimental review process

Analyze the Hazards

Do ES&H procedures address the hazard analysis process and are they properly implemented?

Does hazard analysis process contain thresholds for involvement of ES&H?

When work changes, are hazard assessments reviewed for impact?

Are workers involved in HA?

- Work Controls & Processes flowchart
- ES&H Manual Chapter 3210
- Depth and breadth of SOPs
- Hazard checklists in “eList”
 - Risk categories
 - All questions answered?
- Pre-job walk downs

Develop and Implement Controls

Are standardized hazard controls developed and used?

Are knowledge, skills and abilities of the work force considered when selecting form of controls?

Are the types of controls applied in the correct sequence and with an appropriate technical basis?

Do controls provide notification and protection to co-located workers?

Are workers and ES&H involved in hazard control planning?

- Personnel Safety System
- SOPs, TOSPs, LSOPs
- Identify and track training requirements
 - General training
 - Hazard specific
 - Location, equipment specific
- Engineered, administrative, PPE
- Signage
- Logs

Perform Work Within Controls

Are work activities formally scheduled with plan of the day?
Notify affected personnel, resolve conflicts, identify resources, prioritize, etc.

Do job briefings communicate scope, hazards and controls?

Is proper work authorization obtained?

Do personnel adhere to postings, work control docs?

Are workers knowledgeable of task instructions and are they competent to perform the work?

- Daily, weekly planning meetings
- Who participates?
- Pre-job briefings, walk downs
- Familiarity with procedures, postings
- Familiarity with training requirements

Identified Gaps

Define SOW

Analyze the Hazards

- Missing risk categories or blanks in eList entries
- ODH hazard from sulfur hexafluoride not evaluated
- Alcohol wipes not being managed as haz waste

Develop and Implement Controls

- No sign posted for noise hazard and workers unaware
- No procedure for testing of safety interlocks

Perform Within Controls

- Improper use of forklift attachment
- Improper LOTO process
- Missing PPE