Field work WPC (hardware)

Christine Clarke 1/13/2023

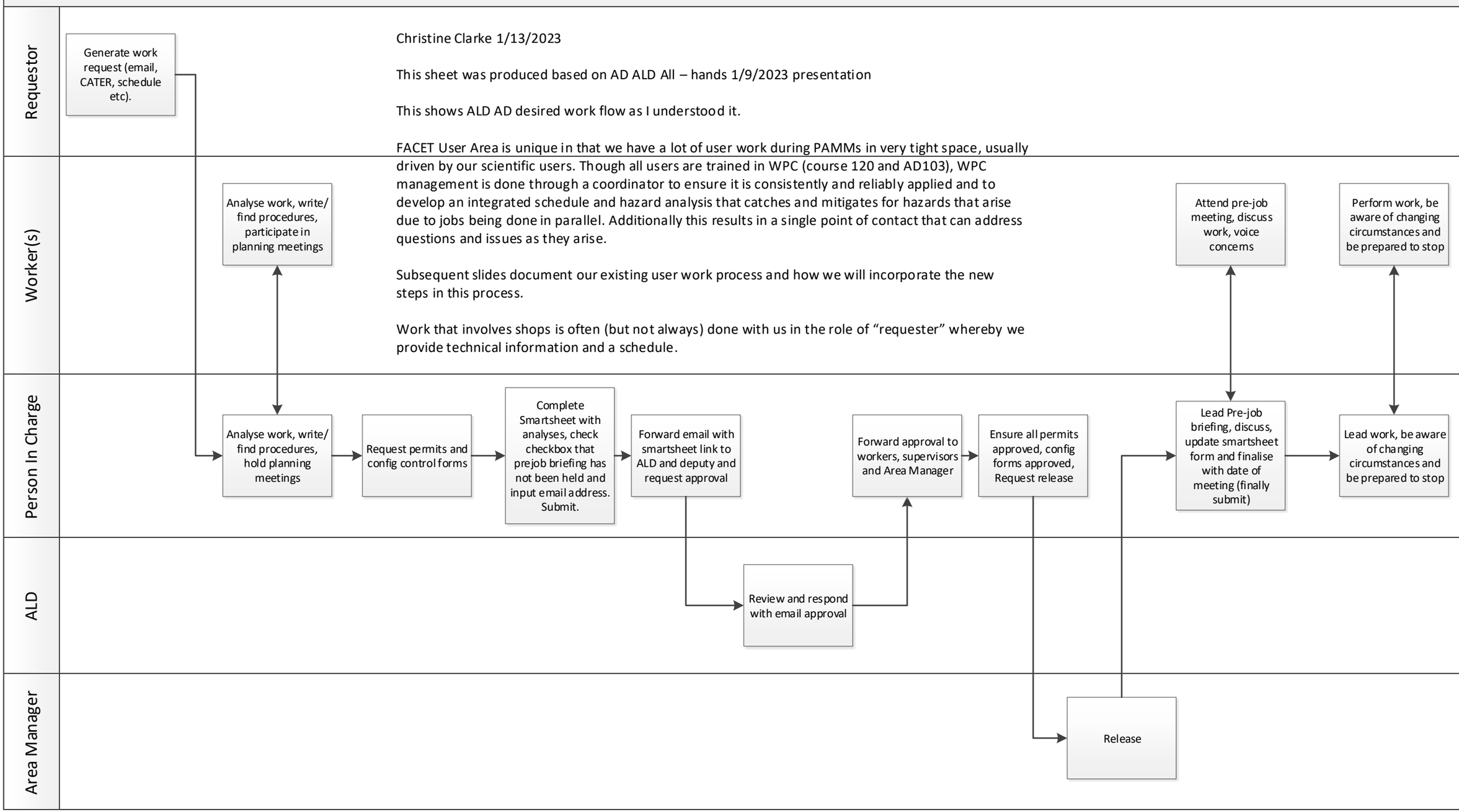
This sheet was produced based on AD ALD All – hands 1/9/2023 presentation

This shows ALD AD desired work flow as I understood it.

FACET User Area is unique in that we have a lot of user work during PAMMs in very tight space, usually driven by our scientific users. Though all users are trained in WPC (course 120 and AD103), WPC management is done through a coordinator to ensure it is consistently and reliably applied and to develop an integrated schedule and hazard analysis that catches and mitigates for hazards that arise due to jobs being done in parallel. Additionally this results in a single point of contact that can address questions and issues as they arise.

Subsequent slides document our existing user work process and how we will incorporate the new steps in this process.

Work that involves shops is often (but not always) done with us in the role of "requester" whereby we provide technical information and a schedule.



FACET User Area jobs – planning process from request to approval

Red text denotes new elements 2023

Workers (Users)

Develop work request. Use existing procedures or develop new procedures (dry run outside of FACET tunnel)

Review schedule and hazard controls with lead worker

Lead Worker (User)

Develop work request. Use existing procedures or develop new procedures (dry run outside of FACET tunnel)

Is it Laser Work?

Yes

Complete laser questionnaire

No

Complete PAMM request entry on PAMM spreadsheet (placeholders may be used before procedure developed)

Yes

Distribute schedule to workers, ensure that hazard controls listed are understood, check for worker readiness

SLSO

Note: New training requirement PJB101

Review, discuss (typically in regular laser meeting). Check workers have adequate OJT and experience for their roles..

Okay to proceed?

PAMM coordinator

Note: New training requirement PJB101

Perform preliminary first pass to ensure all information/ details present

Complete Smartsheet with analyses, check checkbox that prejob briefing has not been held and input email address. Submit.

Forward email with smartsheet link to ALD and request approval

Complete checklist of items required prior to work release (below)

* Schedule made
* Approval for pre-job briefing received
* Required forms arranged- RSWCF, Laser CCF, LOTO etc.
* Workers, supervisors, Area Manager all been contacted
* Enter jobs in CATER /
Attend PAMM coordination meeting

Test Facilities Safety Council

Comprises User Manager, TF Dept. Head, ESH&Q Manager, Safety Coordinator, SLSO, Radiation Physics

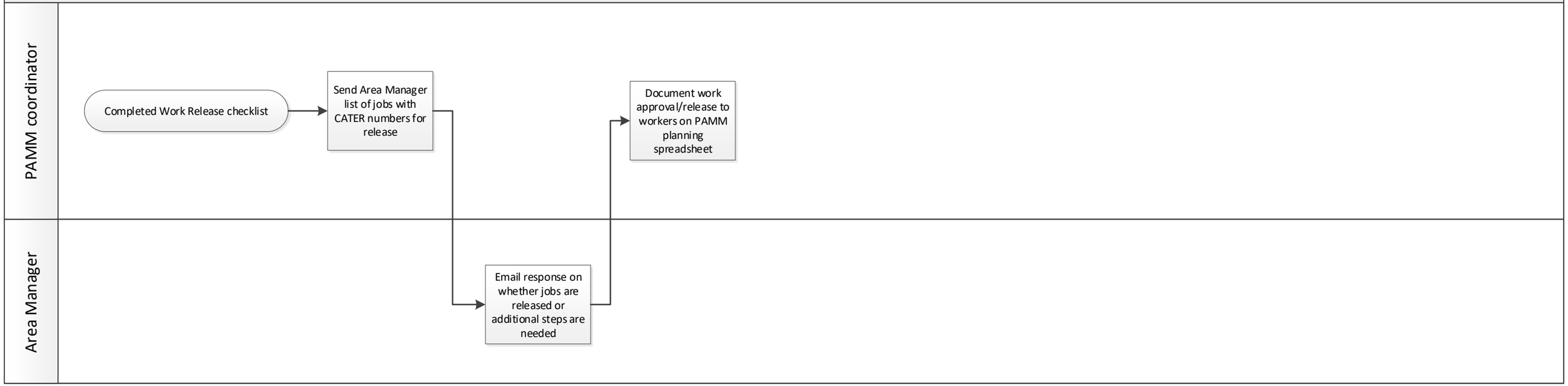
Develop pre-job briefing content, determine permits/ control forms needed

ALD

Review and respond with email approval

FACET User Area jobs – from completion of work release checklist to release documentation

There are no changes to work release due to these new requirements. Work release is still required and comes from the Area Manager.



FACET User Area jobs – from job start to job end

Red text denotes new elements 2023

T3 1

Workers (Users)

Attend pre-job meeting, discuss work, voice concerns

Perform work, be aware of changing circumstances and be prepared to stop. Document work as you go in elog.

New person added?

N/A

Yes

Lead Worker (User)

Lead detailed procedure discussion, ensure all workers understand procedure and address questions

Lead work, be aware of changing circumstances and be prepared to stop. Document work as you go in elog.

Contact PAMM coordinator

When work is completed, let PAMM coordinator know (elog entry is adequate)

SLSO

Supervise work, perform walk-throughs

PAMM Coordinator *

Check trainings. Chair Pre-job briefing to ensure all elements covered, update smartsheet form with people that attended and any additional comments from the briefing discussion

Supervise work, perform walk-throughs

* Note: Work occurs on day, swing and night shift. PAMM coordinator cannot be a single person. Responsibilities will be passed over at a hand-over meeting. We will have an agreed upon list of FACET Division members with demonstrated competency and understanding of roles and responsibilities. All people in this role will take PJB101.

FACET User Area jobs – from job start to job end

Red text denotes new elements 2023

T3 1

Workers (Users)

Attend pre-job meeting, discuss work, voice concerns

Perform work, be aware of changing circumstances and be prepared to stop

Has something changed? E.g. procedure not correct, something broken, adjacent work impacts, change in environment? Schedule over-run?

Discuss change with lead worker and PAMM coordinator or SLSO if laser related

Note: always follow Incident Notification procedure in the event of a life threatening emergency!
That is call 911
Then call 5555
Then notify PAMM coordinator or other facility staff member

Lead Worker (User)

Lead detailed procedure discussion, ensure all workers understand procedure and address questions

Lead work, be aware of changing circumstances and be prepared to stop

Has something changed? E.g. procedure not correct, something broken, adjacent work impacts, change in environment? Schedule over-run?

Discuss change with lead worker and PAMM coordinator or if laser related

Continue working within established controls

Document as you go work in facet elog including issues encountered, lessons learned

When work is completed, let PAMM coordinator know (elog entry is adequate)

Yes

SLSO

Some questions that can be asked...
* Does change in work introduce new hazards?
* Does change in work introduce unreviewed elements with unknown hazards?
* Does change in work increase risk of accident? E.g. schedule slip could result in worker fatigue
* Does change of work have impacts to other work or other experiments? Has it been okayed by them?

Supervise work, perform walk-throughs

Does change fall within agreed upon work scope?

PAMM coordinator*

Check trainings. Chair Pre-job briefing to ensure all elements covered, update smartsheet form with people that attended and any additional comments from the briefing discussion

Supervise work, perform walk-throughs

* Note: Work occurs on day, swing and night shift. PAMM coordinator cannot be a single person. Responsibilities will be passed over at a hand-over meeting. We will have an agreed upon list of FACET Division members with demonstrated competency and understanding of roles and responsibilities. All people in this role will take PJB101.

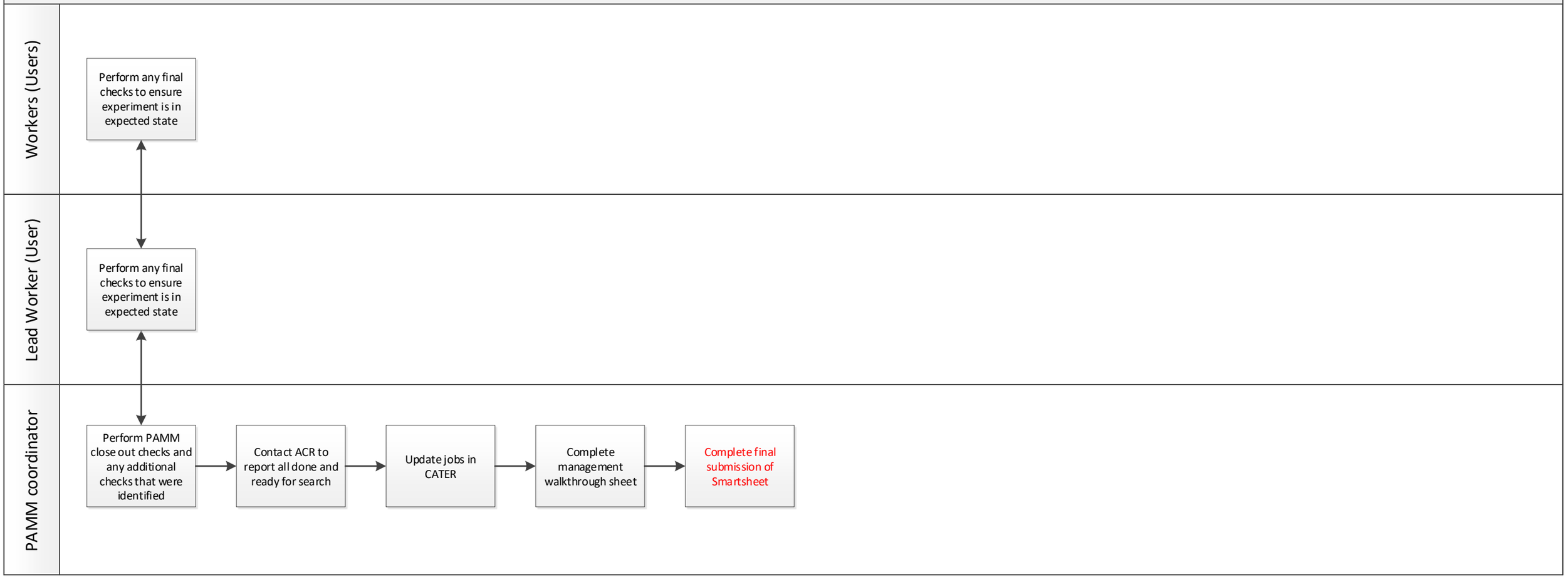
Does change fall with agreed upon work scope?

No

Return to start of User Area work planning

Update smartsheet if necessary with any new notes

Update CATER

FACET User Area jobs – performed at the end of the access

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