



U.S. DEPARTMENT
of ENERGY

C-AD Work Planning & Control, Review of Expectations for OPM 2.28

Time Meeting, Supervisor's Meeting

Presenter(s): Michael Dany

Date: 10/28/2025, 10/30/2025

    @BrookhavenLab

Agenda:

- What is Work?
- Types of Work
- Work Control Coordinator Expectations & Accountabilities
- Supervisor Expectations & Accountabilities
- ES&H Expectations & Accountabilities
- IEWR Expectations
- Worker Oversight Expectations

What is Work?

SBMS Definition “all physical activities that involve the design, set-up, operation, maintenance, servicing, troubleshooting, material handling, remediation, installation, repair, modification, testing, construction, demolition, decommissioning of facilities, systems, or experiments”....

- If you're not behind the desk....its probably work!
- Troubleshooting / Diagnosing IS considered work
 - May be required to develop a plan, but
 - The repair work is a separate step (avoid 'scope-creep')

ALL Work is Planned!

Types of Work*

Worker Planned Work

- Walk-down, Identify Hazards, Select PPE, JHAs,
- LOTO Instructions, Electrical Pre-Job Brief,
- Other permits as needed (Hot Work, Confined Space, etc.)

Prescribed / Procedures (OPMs)

- Active Status –Use as approved
- Not Active –Use the Work Permit Process

Permit Planned (Green Sheet)

- ES&H Rep.
 - Work Control Coordinator
 - Independent Reviewer
- } Minimum Reviewers,
Planning Team Unlimited

C-AD OPM 2.28 Requirements

Work Planning and Control is implemented via the SBMS WP&C Subject Area

OPM 2.28 Provides Supplements to the SBMS Subject Area for C-AD Specific Requirements, such as:

- USI Screening Checklist for Work Permits
- Independent Electrical Work Reviewer for elec. work over 50V
- Coordination with External Workers
- Work Permits use Green paper
- Contractor / Vendor work is Permit Planned
- Requirements for worker oversight by supervisors and ES&H

Work Control Coordinator Expectations and Accountabilities

- Walk-down the job and the location
- Convene a planning team (ESH Rep, SMEs, Sys. Expert, etc.) as needed
- Identify job specific hazards,
- Develop a detailed scope of work and an effective detailed work plan, job steps, clear instructions
- Complete a USI screening checklist for work permits
- Prepare and/or gather work plan documents (Permits, LOTO, Electrical PJB, etc.),
- Pause and re-plan / re-evaluate when changes occur,
- Obtain feedback, share lessons learned

Supervisor Expectations and Accountabilities

- Walk-down tours of the job,
- Identify job specific hazards, and controls,
- Review scope of work with workers,
- Review work plan documents (Permits, LOTO, Electrical PJB, etc.),
- Communicate, Coordinate, Schedule work,
- Ensure proper execution of job plan, job oversight,
- Pause and re-plan / re-evaluate when changes occur,
- Obtain feedback, verify job completion,
- Document worker engagements and observations twice a month

ES&H Expectations and Accountabilities

- Walk-down the job,
- Identify job specific hazards,
- Recommend appropriate hazard controls,
- Specify minimum PPE requirements,
- Participate in job planning,
- Provide worker support, (Air/Noise monitoring, Ind.Hy., Environmental sampling, Posting/Warning signs, etc.)
- Pause work when hazardous conditions are identified,
- Obtain feedback, share lessons learned,
- Document worker observations four times a month

Worker Expectations and Accountabilities

- Maintain assigned training,
- Walk-down the job, Identify job specific hazards,
- Participate in job planning,
- Review and acknowledge work planning documents
- Implement appropriate hazard controls,
- Utilize appropriate PPE (identified during work planning)
- Work safely using training, PPE and hazard controls,
- Pause work when hazardous conditions are identified,
- Provide feedback to Supervisor

Independent Electrical Work Reviewer Expectations (IEWR)

- Review and check electrical job planning / briefing forms,
- Check written LOTO instructions,
- Independent of the person preparing the documents,
- Check for compliance with SBMS Electrical Safety and LOTO subject areas, initial / sign acknowledgement

Work Oversight Expectations

OPM 2.28

Attachment 1

Forward Completed
Forms To:

C-ADWorkPlanning@bnl.gov

Collider-Accelerator Department	
Worker Oversight Form	
C-AD Group(s) involved in work observed:	Date Performed:
<p>Guidance: <u>Identify</u> activities, actions, tasks, ideas, outcomes, etc. which were successful, unsuccessful or <u>offer</u> an opportunity to learn and improve.</p> <p>Share feedback and findings with work team members during daily/weekly group meetings to promote continual improvement and support a learning environment.</p> <p>Send completed form to the C-AD Work Control Manager at C-ADWorkPlanning@bnl.gov.</p>	
<p>Work Activity Observed: <u>(Brief description of task observed)</u></p> <hr/> <hr/> <hr/>	
<p>Improvements: <u>(Identify opportunities for improvement, or actions / activities which exceeded expectations)</u></p> <hr/> <hr/> <hr/>	
<p>Discussion: <u>(Discuss observations, or opportunities to coach, mentor, improve, encourage or correct performance)</u></p> <hr/> <hr/> <hr/>	
<p>Worker Feedback: <u>(Comments, Suggestions, Questions, Reactions, etc. from workers)</u></p> <hr/> <hr/> <hr/>	
Observation performed by:	

SCoR Principle #1:

“Everyone is personally responsible for ensuring safe operations”

Questions, Comments, Concerns, Open Discussion

2025 Q4