

Transition Toolbox Meeting - Week 3, Day 1: *Work-Control Documents*

EH&S Manual chapters 3310 & 3320

**Standard Operating Procedures and
Operational Safety Procedures**

Temporary Work Permits

What is a Work-Control Document?

- It's a "thinking exercise" for those who contribute to its development: a consistent process that imparts a necessary discipline in work planning.
- It's a plan on how to do some task or operation safely: a "recipe."
- It can be used to inform those affected by the work.
- It's a legacy document that can be adapted for other, similar situations in the future.
- It describes the risks associated with the intended work, and explains how those risks are mitigated to an acceptable level – an example of how the 5 Core Functions of ISM are put to practical use.

Examples of JLab Work-Control Documents:

- **Standard Operating Procedures (SOPs):** work procedures that address technical aspects of a job, including **ordinary EH&S hazards** that are discussed in the *EH&S Manual*. Expiration date 3 years or less.
- **Operational Safety Procedures (OSPs):** a safety-focused set of procedures for **unusual hazards** that are **not discussed** in the *Manual*. The owner division specifies an expiration date, 3 years maximum.
- **Temporary Work Permits** include special written permits for hazards such as:

Confined-Space Work Permit
Electrical Service Work Permit
Fire Hazard Work Permit
Short-Term Radiological Work Permit

They also include **Temporary Operational Safety Procedures (TOSPs)** for **unusual hazards**. These are usually **short duration**: hours to a few days.



