

Advanced Photon Source

POLICY AND PROCEDURE	Page 1 of 6
Policy/Procedure #:	3.1.33
Revision #:	4
Issue Date:	8/30/10
Review Period:	1 year
Supersedes:	Rev. 3, 5/27/09
Last Reviewed:	10/3/11

Managing Minor Work Projects at APS

Changes made in this revision:

- In Section 1.5 replaced “ESH Manual” with current documents

Prepared by:

R. Janik, AES

Reviewed by:

A. Stevens, Sr. Engineering Specialist, AES
PSC ESH/QA Coordinator

Approved by:

AES DD

APS_1257043

The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

POLICY AND PROCEDURE	Page 2 of 6
Policy/Procedure #:	3.1.33
Revision #:	4

Table of Contents

1	Introduction.....	3
1.1	Purpose.....	3
1.2	Scope.....	3
1.3	Roles and Responsibilities.....	3
1.4	Applicability.....	3
1.5	References.....	3
2	Background.....	3
3	Defining the Work.....	4
3.1	Defining the Work.....	4
3.2	Work Project Checklist (WPC).....	5
3.3	Procurement.....	5
3.4	Managing the Work.....	5
3.5	Closing the Work Project.....	5
4	Documentation Action.....	5
5	Training Required.....	5
6	Feedback and Improvement.....	6

Managing Minor Work Projects at APS

1 Introduction

1.1 Purpose

This procedure defines the process by which contracted work is managed at the APS to ensure it is conducted safely and in compliance with Argonne procedures. This process will ensure that individuals responsible for coordinating and overseeing contracted work are provided sufficient details of the work to be performed and to assure that the appropriate procurement, ESH, and other Argonne requirements are met.

1.2 Scope

This procedure defines the steps to initiate contracted work at the APS. It incorporates numerous regulatory and administrative requirements in a manner that is intended to be transparent to the individual wishing to have the work performed.

1.3 Roles and Responsibilities

Requestor: The individual who wishes to have work performed at the APS by contractors or facility personnel is responsible for clearly identifying the work to be performed and any known associated safety hazards.

APS Coordinator: The individual responsible for coordinating the development of the work package, oversight of the work, and identifying associated safety hazards for which engineering controls are not in place.

1.4 Applicability

This procedure applies to all personnel who wish to initiate a work project at the APS and those individuals who have a support role in work development and the Argonne contracted work process.

1.5 References

- [ESH-17.1 Contractor Safety - General Requirements](#)
- [ESH-17.2 Contractor Safety - Technical Representative and Contractor ESH Representative Requirements](#)
- [ESH-17.3 Contractor Safety - Hazard Identification through Job Planning](#)

2 Background

Work performed at this facility is subject to numerous federal, state, Laboratory and management requirements. This procedure has been developed to assure that all

identified requirements (Environment, Safety and Health, Procurement, DOE, ISM, OSHA, Facility Policies, etc.) are addressed.

In the support of work at the APS qualified tradesmen will be made available to perform the work. APS will also designate trained personnel to coordinate and oversee the planning and execution of the work, to assure that it is in compliance with relevant rules, regulations and performed safely. The Work Project Checklist (WPC) is similar to the concept of a pilot's flight checklist to eliminate, to the extent possible, the occurrence of errors and omissions.

The process of completing the WPC (form UO-38) assures that appropriate design and ESH reviews of the work are completed. This process also assures that safety risks associated with the work can be identified in a timely manner so that controls can be developed to address the safety hazards. Built into this review process are environmental (NEPA) reviews, configuration management control checkpoints, and determination of requirements for "As-Built" drawings and other requirements that must be satisfied.

To ensure uniformity in the manner in which contracted work is performed at the APS, CATs may not contract directly with contractors for any construction work on the APS site. Two vehicles are in place to provide resources to perform work: Construction Contracts and Time-and-Materials (T&M) contracted services.

Purchase orders or other agreements for work performed at the facility may be developed between CATs and third parties if the scope is limited to the following types of work:

- Installation work that is incidental to the user's departmental purchase of a piece of technical equipment (goniometer, computer, mirror, vacuum chamber, etc.), and which does not require construction activities to be performed by the third-party contractor.
- Installation, maintenance, or repair of user-owned equipment (such as repairing a fax machine, assembling furniture, or calibrating instruments).

The User will be responsible for ensuring that each approved third party performing work at the APS complies with the provisions of the CAT Safety Plan.

3 Defining the Work

3.1 Defining the Work

An individual who wishes to initiate a project that will require on-site contracted labor must first define the work to be performed. This individual, referred to as the "Requestor," must define the scope of the work to be performed, and communicate it to the APS Coordinator. An outline of all uncontrolled hazards present where the work is to be performed should be included in scope of work.

3.2 Work Project Checklist (WPC)

A WPC shall be developed based on the need for ES&H review as determined by the APS Coordinator. Changes to the original scope of contracted work do not require a new WPC unless there is a significant scope change. The WPC and instructions for completing it are ICMS document [APS_1259683](#). This document can also be opened from the link at the bottom of this page and from the “Work Project Checklist” link on the [Safety and Training home page](#).

3.3 Procurement

Approval in the PARIS thread for Safety at the APS requires that a WPC is completed.

3.4 Managing the Work

APS Coordinators are responsible for managing all contracted work. These individuals must have completed the OSHA 10-hour course if the work entails the use of tradesmen. The APS Coordinator is responsible for assuring that the contractor has an approved JSA, including incorporation of Argonne specific ESH requirements, and associated MSDS sheets for their work. All contracted personnel are required to read and sign the JSA prior to the start of work.

When the APS Coordinator is satisfied that all the requisite training and documentation is in place the Authorization to Proceed field at the bottom of the form is to be signed and the contractor can then be instructed to start work.

3.5 Closing the Work Project

A work project is not necessarily complete when the craftsmen have left the site. Depending on the type of work, there may be a requirement for As-Built drawings or Occupancy Permits. The Conventional Facilities Group will assist the Coordinator in determining the requirements to close the project.

4 Documentation Action

The WPC must be completed for all contracted work performed at APS. A NEPA Log entry is to be made for every WPC that is initiated.

5 Training Required

All personnel assigned the responsibility of coordinating the efforts of contractors shall have completed the 10-hour OSHA awareness training for either General Industry or Construction depending on the type of work they are expected to oversee.

POLICY AND PROCEDURE	Page 6 of 6
Policy/Procedure #:	3.1.33
Revision #:	4

6 Feedback and Improvement

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#) * to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS 1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php

[Print the APS Work Project Checklist](#)