Take 5 for Safety

Procedures Refresher
HSS Assist Visit Findings/Observations
Pictures of the Week

Collider-Accelerator Department
4-17-12

BROOKHAVEN NATIONAL LABORATORY
a passion for discovery

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Procedure Types

- Reference-use procedures are used at C-AD for complex or infrequent work activities for which the consequences of an improper action are reversible
- Expectations associated with such procedure might involve:
  - Review and understand segments of the procedure before performing
  - Be allowed to perform procedure segments from memory
  - Use place-keeping as needed
  - Keep the procedure or associated checklist available at the work site
  - Review the procedure or associated checklist at the completion of the task

Procedure Types

- Information-use procedures are used for work activities that have no immediate negative consequences if performed improperly; such activities might include tasks performed frequently and those that could be completed based on operator knowledge and skills
- Expectations associated with such procedure might involve:
  - Activities performed from memory
  - Procedure is reviewed before using it if the work activity has not been done recently
  - Procedure is available for review as needed

Procedure Types

- Continuous-use procedures could be appropriate for complex or infrequent work activities for which consequences of an improper action could have immediate, possibly irreversible impact on safety, mission, or reliability
- Expectations associated with such procedures might involve:
  - Read and understand each step before performing the step
  - Complete each step before starting the next step
  - Complete the steps as written in the sequence specified
  - Use a place-keeping method
  - Keep procedure open to the appropriate step at the location of the activity continuously

Stop Work and Procedures

- Stop work and contact supervisor for problems that could be encountered with procedures; such problems include:
  - The procedure step cannot be performed as written
  - You believe use of the procedure will result in incorrect or unsafe equipment configuration
  - You believe that injury or damage to equipment may occur if a procedure is used as is
  - The procedure appears to be technically incorrect
  - Unexpected results are achieved after performing a procedure step
  - The procedure conflicts with another procedure

Human Performance and Procedures

- Do
  - Verify the procedure is the most recent revision before use
  - Review all prerequisites, limits and precautions, initial conditions, and instructions before use
  - Follow the procedure as written without deviating from its intent
  - Be aware of the potential impact a procedure step can have on equipment
  - Report procedure problems and correct important deficiencies before using the procedure
  - Submit feedback to supervisor on procedure accuracy and usability

Human Performance and Procedures

- Do not
  - Begin a procedure without establishing initial equipment conditions
  - Perform a procedure step without understanding its purpose
  - Perform a procedure without knowing critical steps
  - Use a procedure for a task that you are not qualified for
  - Believe you do not need procedures
  - Use multiple procedures at the same time
  - Skip steps of a procedure because those steps have been unnecessary in the past
  - Use a previous, superseded revision of a procedure
  - Consider steps “N/A” or “not applicable” without authorization
  - Use a procedure for a task other than that intended

HSS Assist Visit - Driver Was Scissor Lift Event – Findings/Observations:

- Experimental Work Planning
  - Some controls in machine shops not adequate; Job Risk Assessment tool does not ensure worker risk is quantified accurately; Experiment Safety Review (ESR program) has some problems regarding implementation; SBMS screening process for worker planned work too subjective
- Construction
  - Implementation of Safe Work Plan not sufficiently descriptive in some cases, e.g., follow OSHA; SBMS-required weekly-toolbox meetings not being conducted for some BNL subcontractors, some required controls not sufficiently implemented at construction sites
- Maintenance and Operations
  - Confined space hazards not adequately posted in a couple of spaces; LOTO implementation not administratively consistent across site; some scaffold workers not trained; crane inspection not sufficiently documented in every case

Pictures of the Week