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| <b>PPPL</b> | <b>PRINCETON PLASMA<br/>PHYSICS LABORATORY</b>                                 | <b>POLICY</b>                                     |   | <b>No. P-001 Rev 3<br/>page 1 of 1</b> |
|             | <b>Subject:</b><br><br><b>Graded Approach to Work Planning<br/>and Control</b> | <b>Effective Date:</b><br><br>January 20, 2014    | <b>Initiated by:</b><br><br>Associate Laboratory Director for<br>Engineering & Infrastructure |  |
|             |  | <b>Supersedes:</b><br>Revision 2<br>Dated 11/4/02 | <b>Approved:</b><br><br>Director  |  |

It is PPPL's policy to apply controls as prescribed in PPPL directives to all work using a graded approach, which considers such factors as:

- The relative importance to safety, safeguards, security, and quality,
- The magnitude of any hazard or risk involved (particular facility, nuclear safety classification or hazard category of item or activity),
- The life cycle stage of a facility, e.g. age, status, condition,
- Impact/consequences on programmatic mission of a facility, including objectives, cost, and schedule,
- Lessons learned from previous experience with an activity or a facility,
- Adequacy of existing safety documentation, and
- Complexity of the products or processes involved.

Department Heads have the responsibility and authority to set and approve how the graded approach is applied to the work within their Department. Although Department Heads may delegate this authority with their line managers, they retain the responsibility to maintain awareness of how the graded approach is being applied within their Department and to ensure that appropriate controls are employed.

### **Work Planning and Control**

Activities at PPPL require planning and control measures to implement work properly and safely in accordance with laboratory policy and procedures. Each *Department Head* is responsible for assuring that an appropriate graded approach is applied to its work using the Work Planning and Control (WP&C) Requirements below. Each *supervisor* is responsible for assigning work consistent with the appropriate graded approach using the WP&C Requirements below. Each *employee* is responsible for performing work safely with sufficient activity work planning to avoid mishaps and hazards using the WP&C Requirements below.

All requests for changes to facilities building and grounds, facilities maintenance and repairs, and facilities operations shall be made using the Facilities Work Order system so the Facilities RLM can evaluate appropriate work planning and control using the WP&C Requirements below.

#### **WORK PLANNING AND CONTROL (WP&C) REQUIREMENTS:**

1. General duties like routine office work, computer work, mail delivery, library functions, and meetings and assembly require GET training and a supervisor to plan and assign work.
2. Work activities involving skills of the trade, level of effort tasks, basic computer operations and routine shop activities require a Job Hazard Analysis (JHA) approved by a supervisor.
3. Ongoing work activities involving significant complexity or risk, or multiple groups and steps, requires a written procedure (per ENG-030) approved by a Responsible Line Manager (as defined in ENG-032) and an approved JHA per Item 2.
4. Job (small project) level work activities involving new changes to systems or spaces, require a Work Plan (per ENG-032) and shall be approved by a Responsible Line Manager. The job shall be implemented per the Work Plan using procedures and JHAs as applicable per Items 1-3 above.
5. For capital projects, a Project Execution Plan is required. Project Execution Plans will specify a work breakdown structure (WBS). Each job in the WBS will follow the requirements of Item 4 above.
6. Operating projects require an Operations procedure (per ENG-030).