

Notes

Contact Information

POC / PM to complete

Project name

SLAC POC / PM name / phone

SLAC FCM / SM name / phone



Work Planning and Control Summary for Subcontractors

Life-threatening Emergency Dial 911

then call SLAC Site Security
(ext. **5555** or cell **650-926-5555**) and
contact your supervisor / foreman immediately

Non-life-threatening Incident

Contact your supervisor / foreman immediately
then call SLAC Site Security
(ext. **5555** or cell **650-926-5555**)

Notify the POC / PM of any incident

Integrated Safety and Environmental Management System (ISEMS)

To successfully manage risk and continually improve work processes, SLAC incorporates ISEMS into every work process. Adherence to these five core functions is expected.

① Define Scope of Work

Subcontractors should fully understand the scope of work provided by the SLAC project manager (PM) or point of contact (POC).

② Analyze Hazards

During the site visit, if one is required, you will be identifying and discussing hazards associated with the scope of work and becoming more familiar with hazards you may encounter on-site or in the course of your work.

③ Develop / Implement Hazard Controls

You will develop and implement controls for identified hazards.

④ Perform Work within Controls

All workers are expected to work within established controls. Any work that is not described in the scope is considered not authorized and shall be reviewed for hazards and controls prior to commencing that activity. All workers have the authority to stop any unsafe activities.

⑤ Feedback and Improvement

The central question is: "How can I do better next time?" Tell your POC or PM both what went well and what can be improved. This will support SLAC's efforts to continually improve the work planning process in order to minimize the risk of accident, illness, or injury.



Work Planning and Control

Work planning and control (WPC) is a standardized process used at SLAC to

- ☐ Understand the scope of work
- ☐ Identify qualified workers
- ☐ Evaluate and control hazards
- ☐ Communicate hazards and controls to workers
- ☐ Authorize, coordinate, and release work and perform it within established controls

Your assigned POC / PM or designee will review our WPC process with you and assist with implementation, including helping identify permits, plans, or safety precautions that must be in place before work can begin. Examples of work that may involve additional requirements are

- ☐ Electrical work
- ☐ Work involving hazardous energy (lockout/tagout)
- ☐ Hoisting and rigging
- ☐ Work at unprotected height greater than six feet
- ☐ Hot work
- ☐ Confined space entry
- ☐ Excavation
- ☐ Work in a controlled or radiologically controlled area, on accelerator shielding, or with radioactive material
- ☐ Hazardous waste generation (requires storage or treatment)
- ☐ Demolition
- ☐ Penetration of a floor, wall, or ceiling
- ☐ Work that requires a mobile elevated work platform and/or powered industrial truck

Pre-job / Tailgate Briefings

For non-green projects, a documented briefing is required before the start of work to verify controls are in place.

For More Information

Chapter 42, "Subcontractor Safety", <http://www-group.slac.stanford.edu/esh/general/subcontractor/>

"Worker Safety and Health Program", <http://www-group.slac.stanford.edu/esh/general/wshp/>