

ORNL WORK PLAN

Operations, Maintenance and Services

Job Number: Transportation and Packaging Management

Revised 5/1/2003

WORK SCOPE/DESCRIPTION

Requestor (Name/Badge/Division): Jeff Shelton/31966 Laboratory Logistical Services

Location of work (Bldg/Rm/Other): Buildings: 7001 and 3036

Description of Service/Work Needed:

Grade 4-Dispatch- Transportation and Packaging Management (TPM) Packaging and off-site shipment of hazardous, non-hazardous, and radioactive materials, Federal Motor Carrier Safety Regulations (FMSCR) oversight, storage and inspection of hazardous and radioactive materials packages, and providing on-site transportation assistance.

Charge Number, if required: N/A

Work Package Grade: 4

Work Plan Author (Name/Badge)

Jerry Butler/15923

INSTRUCTIONS

Prerequisites/Precautions:

On a daily basis, TPM employees should:

- utilize pre-job planning in the execution of their tasks
- inspect equipment to verify it is functioning properly prior to use
- wear required personal protective equipment (PPE)
- adhere to all posted signage
- analyze hazards prior to performing work (see Attachment A for listing of Work Activities Hazards)

Supervisors will periodically review applicable procedures and work plans with all personnel.

Directions:

TPM employees should:

- perform task for their specific craft that have been determined to be with the skill set of the individuals in that group allowing the work to be performed without additional work instructions or directions
- complete appropriate training prior to performing work
- maintain a high awareness of security issues
- be alert to suspicious packages or personnel in work area and immediately report any abnormal situations to supervision

Supervisors should consult with Operational Safety Services Division and Atomic Trades and Labor Council representatives when guidance is needed on appropriate controls to use in abnormal situations.

Closeout:

Since Transportation and Packaging Management is a continuing operational process, there is no closeout or performance activity involved in this operation.

Any personnel who observes abnormal situations in the above operational processes, should immediately communicate such instances to supervision

AUTHORIZATION

Documentation Review

Signature

Date

ORNL WORK PLAN

Operations, Maintenance and Services

Job Number:

Line or Facility Management	<i>J.H. Shelton</i>	3/4/04
Task Leader	<i>CW Cross</i>	3/9/04
Task Leader	<i>DW Foster</i>	3/10/04
Task Leader	<i>J. Copeland</i>	3-12-04
Subject Matter Expert	<i>Jimmy Davis</i>	3-9-04
Subject Matter Expert	<i>J. W. Dennis</i>	03-12-04
Subject Matter Expert	<i>T. M. McNeill</i>	3-12-04
Subject Matter Expert		

Work Start Authorization

Task Leader

--	--	--

Work Acknowledged Complete

Task Leader

--	--	--

Worker Feedback:

ORNL WORK PLAN

Operations, Maintenance and Services

Job Number: Transportation and Packaging Management

Attachment A WORK ACTIVITIES HAZARDS TRANSPORTATION AND PACKAGING MANAGEMENT

Work Activity	Equipment Required	Hazards
Work occurs in Building 7001 and Building 3036 Inspection of Vehicles Loading Mezzanine Storage of Packagings, Office Equipment and Archived Files Packaging nonhazardous, hazardous, and radioactive materials Storage and Inspection of Radioactive and Other Hazardous Material Packages Unloading	Canning Equipment Forklift Hand Tools Leak Test Equipment Rolling Ladder Shrinkwrap Machine Tie-down Equipment	Contamination Exposure Exposure to Adverse Climate Conditions Exposure to Chemicals Exposure to Explosives, Corrosives, Flammables, Poisons, Oxidizers Exposure to Radioactive Contamination Falling Harm to Body Extremities (Abrasions, Cuts, etc.) from Packaging Materials and Equipment Other Potential Building Specific Hazards (Occupational Safety, other Transport Vehicles, etc.) Physical Harm Because of Potential Forklift Operations Physical Stress from Moving and Carrying Packages and/or Equipment Potential Falling Packages or Freight Radiation Exposure Working at Heights