

ORNL WORK PLAN

Operations, Maintenance and Services

Job Number :Laboratory Logistical Services

WORK SCOPE/DESCRIPTION

Requestor (Name/Badge/Division): Nina Roberts/20800 ; Jeff Shelton/31966

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

Description of Service/Work Needed:
Grade 3- Transportation and Packaging Management (TPM) and Materials Management Organization (MMO) receiving, packaging, storage, and off-site shipments of radioactive materials. These tasks accomplished under ORNL Radiological Work Permits (RWP) 7060-11542, Rev.2 and 3047-11473.

Charge Number, if required: N/A Work Package Grade: 3

Work Plan Author (Name/Badge) Jerry Butler/15923

INSTRUCTIONS

Prerequisites/Precautions:

On a daily basis, TPM and MMO 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 postage signage
- comply with all instructions in the Radiological Work Permit (RWP)
- 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 and MMO 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 Operation Safety Services Division, Atomic Trades and Labor Council, and Radiological Protection representatives when guidance is needed on appropriate controls to use in abnormal situations.

Closeout:

Since Transportation and Packaging Management and Materials Management are 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

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Job Number:

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

Attachment A
 Work Activities Hazards

Work Activity	Equipment Required	Hazards
Work occurs in Building 7001 and Building 3036	Forklift	Pinch points
Inspection of Vehicles	Manual and electric pallet jacks	Exposure to Radioactive Contamination
Packaging radioactive materials	Hand trucks	Falling
Storage and inspection of Radioactive material and packages	Tie-down equipment	Harm to Body Extremities (Abrasions, cuts, etc.) from Packaging Materials and Equipment
Loading and unloading	Leak test equipment	
Receiving	Canning equipment	Physical harm because of potential forklift operations
		Physical stress from moving and carrying packages or equipment
		Radiation exposure
		Working at heights
		Potential falling packages or freight