

# ORNL WORK PLAN

## Operations, Maintenance and Services

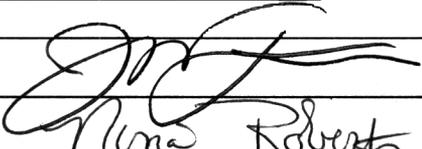
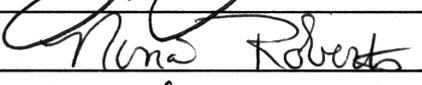
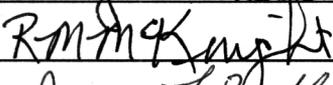
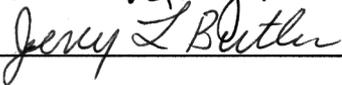
Job Number: Laboratory Logistical Services

WORK SCOPE/DESCRIPTION		
Requestor (Name/Badge/Division):	Jon Forstrom/ 29249/Laboratory Logistical Services	
Location of work (Bldg/Rm/Other):	7001, 7018, 3036, 3587, 2010	
Description of Service/Work Needed: Grade 4- Dispatch- Laboratory Logistical Services Work Control in Office Environment		
Charge Number, if required:	N/A	
Work Package Grade:	4	
Work Plan Author (Name/Badge):	Jerry Butler/15923	
INSTRUCTIONS		
<b>Prerequisites/Precautions:</b> Logistical Services employees should: -analyze hazards prior to performing work (see Attachment A for listing of Work Activities Hazards)  Supervisors will periodically review procedures and work plans with all personnel.		
<b>Directions:</b> Logistical Services employees should: -identify unevaluated hazards and notify their supervisor -ensure safe working environment by using attached guidelines, "Office Areas Safety Inspection Checklist" -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  Supervisor should: -ensure that all personnel performing work have received General Employee Training -consult with Operational Safety Services Division representative when guidance is needed on appropriate controls to use in abnormal situations		
<b>Closeout:</b> Since Laboratory Logistical Services 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 process, should immediately communicate such instances to supervision.		
AUTHORIZATION		
Documentation Review	Signature	Date

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Job Number:

Line or Facility Management		5-1-03
Task Leader		5/2/03
Task Leader		5/2/03
Task Leader		5/5/03
Subject Matter Expert		5/5/03
Subject Matter Expert		
<b>Work Start Authorization</b>		
Task Leader		
<b>Work Acknowledged Complete</b>		
Task Leader		
<b>Worker Feedback:</b>		

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## Attachment A WORK ACTIVITIES HAZARDS Laboratory Logistical Services

Work Activity	Equipment Required	Hazards
Building 7001, 7018, 3036 3587, 2010  Administrative Offices Lunch/Break Room Precious Metals Cage Storage	Office Equipment Computers Coffee Pots Fans File Cabinet Microwave Steps Stove	Bending Bumping Hazards Climbing Cuts Ergonomic Issues Falling Falling Objects Pinch Points Slipping Strains

## Guidelines: Office Area Safety Inspection Checklist

If there are any questions about these guidelines, contact the appropriate subject matter expert.

	Pass	Fail	N/A	Remarks
<b>Floors</b>				
Clean and free of debris and moisture				
No holes or uneven surfaces				
Tile or carpets secured and free of worn or frayed areas				
<b>Trash &amp; Recycle Receptacles</b>				
Available				
Trash segregated and in proper receptacles				
Emptied as needed				
<b>Power &amp; Extension Cords</b>				
All cords UL listed (UL tag)				
Away from traffic areas and not blocking lighting or power panels				
Properly grounded				
Good condition – no signs of wear				
Are not placed under carpet or area rugs				
Not to be piggybacked or used in place of permanent, fixed wiring				
Coffee makers equipped with 7-day external industrial timer or internal auto-off feature				
<b>Portable Heater</b>				
Must be 36" from combustibles				
Cannot be plugged into extension cord or power strip				
Must be used in accordance with owner's manual				
Is turned off at the end of the day				
Has an auto shut-off tipping switch				
<b>Portable Fan</b>				
Proper location (in a stable location)				
Must be used in accordance with owner's manual				
Fan blade guard securely in place				
<b>Work Areas</b>				
Equipment arranged ergonomically				
Clean and orderly				
File and desk drawers closed when not in use				
Furnished so that there is adequate room to safely move around (min. 18" clearance around or between furnishings)				
Furniture sturdy				
Adequate lighting available				
<b>Office Material Storage</b>				
Bookcases and shelves not overloaded				
Window sills not used for material storage				
No unstable or heavy material storage on top of cabinets, bookcases, etc.				
Cabinets well organized and free of debris				
Cabinets and bookcases secure				
Free from accumulated materials which constitutes hazards from tripping, fire, explosion, or pest				
Lateral files equipped with safety latch				

<b>Chairs</b>				
Not used for material storage or as a step stool				
All nuts, bolts, screws, casters secure				
Have five-leg or fixed base as appropriate				
Has proper casters for the floor cover				
<b>Halls/Exits/Stairs</b>				
Uncluttered and unobstructed				
Boxes, paper and other materials not stored here				
Ensure nothing obstructs access to or interferes with operation of fire safety devices (fire extinguishers and alarms, smoke detectors, etc.)				
No holes or uneven surfaces				
Fire doors are not blocked open or closed				
File cabinets and storage closets arranged so drawers and doors do not open into hallways				
Exits from work areas readily identifiable and accessible at all times				
Evacuation route and assembly point known				
<b>Other</b>				