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Fermilab
ES&H Section

October 19, 1999

TO: George Robertson

FROM: Bill Griffing

SUBJECT: Revised Fermilab ES&H Manual Chapter 2020 – Work Permit and Notification Form

Enclosed is revised FESHM Chapter ~~2010~~ 2020 – Work Permit and Notification Form. This chapter revision underwent extensive review by the Subcontractor Safety Subcommittee (S3) and was approved in its present form by the majority of the S3. Changes include the following:

- The title was changed from Work Notification Form to Work Permit and Notification Form.
- **Under the Definitions section** - Added a definition for SSO and Construction and changed the term RPIS to FIMS which is the name of the new system used by DOE.
- **Under the Procedures section -** Some procedural changes were made regarding lead time for notifications and also in the approval process and the number of signatures needed.
- Under **Work Permit and Notification Form Guidance** section - Expanded on the guidance provided.
- **Form** - Added more lines to the Job/Description portion of the form and revised terminology. and placed lines for additional info needed from the subcontractor. Added an entry for project # at FESS's request and for users who need to file the form.
- Under Systems Affected/Notification Required deleted the experiment/program entry. The Control Room was added instead to the back of the form where the notifications are listed. The form changed in the design of the presentation.
- Under **Training** added GERT, Confined Space and Respiratory Protection.
- Under **Permits Required** added the Excavation Permit. Reduced the amount of signatures required from five to three. The signatures now only include the tm/cc, the building manager and the SSO.

After final approval, please send to Jenny at MS119 for posting on the web.

Encl.

Approved:

George R Robertson 10/21/99
George Robertson Date

Michael Witherell 10/21/99
Mike Witherell Date

cc: R. Coll
M. Grace

WORK PERMIT AND NOTIFICATION FORM

INTRODUCTION

A Work Permit and Notification Form (WPN) is a work planning tool intended to provide timely notification of a proposed construction project or work activity that will have impact beyond a particular organizational group and/or the specific system or area affected by the work. It lists (identifies) applicable permits, site specific training requirements, and organizations that need to be notified prior to the commencement of on-site work activities. The use of this form will serve as a reminder and as a checklist to identify hazards or other aspects of the work activity that are controlled by practices or requirements specific to Fermilab, as well as documenting the authorization to commence work by the landlord division/section.

SCOPE

This form is applicable to all projects performed by subcontractors that require permits listed on the Work Notification form and/or include any of the activities detailed below:

- construction,
- remodeling,
- excavation activities,
- welding-brazing-burning operations,
- rigging activities,
- revisions to existing structural, mechanical, electrical, fire protection or other utility systems,
- entry into confined spaces or,
- environmental work, such as well drilling, soil borings or subsurface investigation.

DEFINITIONS

1. Area Manager - A designated employee for a specifically delineated portion of a building who may assume some of the same responsibilities as a building manager for a portion of a building or outdoor area associated with a defined activity.

2. Building Manager - A designated employee for each building on site that will serve as the contact point for all activities that will affect that building as a result of daily operations or services requested from both internal and outside sources. Depending

on the specific building, a division/section may designate the area directly adjacent to the building, including parking areas, outside storage, outside equipment, etc., as the responsibility of the building manager.

3. Construction - Any combination of engineering, procurement, erection, installation, demolition, or fabrication used to create a new facility or to alter, add to, rehabilitate, dismantle, or remove an existing facility. It also includes the alteration (including dredging, excavating, and painting) of buildings, structures, or other real property, as well as any construction and excavation activities conducted as part of environmental remediation efforts. Construction does not involve the manufacture, production, finishing, construction, alteration, repair, processing, or assembling of personal property.

4. Construction Coordinator - A division/section designated individual specifically assigned to oversee the work of a fixed-price construction subcontract for conformance to the subcontract documents.

   Note: The FESS Engineering Group primarily furnishes Construction Coordinators, which is at times supported by outside A/E personnel under FESS direction.

5. FIMS (Facilities Inventory Management System)- A Department of Energy mandated database system which requires the assignment of a permanent numeric identifier for each building on every DOE site. Each building and trailer on the Fermilab site has a specifically assigned FIMS number.

6. Task Manager - A division/section designated individual specifically assigned to oversee and direct a work activity. Usually this term is applied to individuals directing the work of the blanket order Time and Material Subcontractors for specific trades , general construction or service work. An approved Task Manager/Construction Coordinator list indicating an individuals experience and competency to direct specific work activities is updated and distributed regularly by the Directorate. Each division or section has the responsibility of providing the necessary training for personnel to become qualified Task Managers. See FESHM 7010 for training requirements under the "Training of Task Managers/Construction Coordinators" heading.

7. Senior Safety Officer (SSO) - A designated individual who is assigned duties as the principal advisor to the division/section head and a consulting resource for division/section personnel on safety and environmental matters based on demonstrated knowledge, skills and experience in these fields.

PROCEDURES

A Task Manager/Construction Coordinator shall be specifically named by the person or group responsible for a project once the project or activity has been determined to

fall into any of the categories described above. As indicated in the definitions, this is the person who has direct and immediate responsibility for oversight, safety and, (where applicable), the direction of the work activity. It shall be this person's responsibility to complete the WPN form, prior to the commencement of any work. All portions of the form shall be completed as explained below. The completed form may indicate the need for additional permits and/or training that will be necessary in order to begin the project or work activity. Conformance to these additional requirements will also be the responsibility of the Task Manager/Construction Coordinator. In addition, the back of the form will indicate all specific notifications that will be required. The completed form shall be submitted to the building manager no later than two (2) working days before the work is scheduled to start. The two working days do not include the day of delivery. See notes (1) and (2) for additional explanations.

Notes: *(1) It is understood that delays may occur, but the two working days notification is intended to afford divisions and sections an opportunity to coordinate a delay of work if there are other operational or experimental considerations not previously addressed.*

(2) If the form is to be mailed (as opposed to Fax, or hand delivered) then the Task Manager/Construction Coordinator must allow for additional time.

All required notification copies shall be delivered once the form has been completed and signed by the building manager and the landlord senior safety officer. Work shall not proceed until all notifications have been distributed.

If only "No" blocks are checked, the Task Manager/Construction Coordinator will seek concurrence from the Building Manager and the landlord's senior safety officer. If both agree, no further action or distribution of the form is needed except to maintain the original in the Task Manager/Construction Coordinator's project file for future reference.

WORK PERMIT AND NOTIFICATION FORM GUIDANCE

1. Project/Activity General Information

This section of the form provides specific information about where the proposed work activity is to be completed, a description of the activity, who is responsible for its completion and a schedule for the proposed work. All items are to be filled in or indicated "Not Applicable". When describing the activity, include as much detail as you can to give the reader a good mental picture of the project. The Project number line is for filing purposes and mainly for FESS use. Other divisions and sections may use this line also, if desired.

2. Systems Affected/Notification Required

This section of the form lists individual programs, utilities, systems, etc., that are affected by the proposed construction or operational work activity. All questions are to be answered "Yes" or "No".

3. Permits Required

This section of the form lists permits or additional forms that may be applicable to the proposed construction or operational work activity. Specific FESHM chapters are provided for reference. When forms or permits are to be obtained from a specific division, section or group, that group and its corresponding division or section is listed. All questions are to be answered "Yes" or "No".

4. Training Required

This section of the form lists training that may be required for specific work activities. Worker training shall be verified in accordance with FESHM 7010/7030 for subcontractors. All questions are to be answered "Yes" or "No".

5. Signatures

Only three signatures are needed- the Task Manager/Construction Coordinator, the Building Manager and the landlord's Senior Safety Officer. Each will include a date when the form was signed.

6. Notifications

The task manager will deliver the WPN form via fax or internal mail once concurrence from the Building Manager and Senior Safety Officer is received. A Mailing/FAX address checklist has been provided on the reverse side of the form to facilitate distribution. It should be noted that this form provides the minimum notification required and certainly does not preclude additional notification deemed necessary by the Task Manager/Construction Coordinator.

If checked off, the blocks under the "Select" column on the reverse side of the form mean that the person or group was notified.