

Work Planning & Controls and IMPACT Frequently Asked Questions (FAQs)

Q. Why was FESHM 2060 updated?

A. FESHM 2060 Work Planning and Controls was updated due to opportunities identified during the 2019 Office of Enterprise Assessment, Work Planning and Control assessment.

Q. What are the major updates in the new FESHM 2060?

A. FESHM 2060 incorporates the new concept of SHAPE, clear roles and responsibilities, and updated appendixes (risk matrix, scope, flowchart).

Q. What does SHAPE stand for?

A. Shape stands for: Scope, Hazards, Authorize, Perform, and Evaluate. SHAPE is the concept for work planning that incorporates the Department of Energy's Integrated Safety Management System.

Q. The roles listed in the FESHM 2060 chapter do not match my job title.

A. The roles listed in FESHM 2060 are roles and not job titles. The Division / Section / Project will define how these roles apply within your organization.

Q. There are hazards that I encounter that are not listed in the risk matrix.

A. The risk matrix is not inclusive of all hazards and serves as a guide. If in doubt about a level of hazard identified or not on the risk matrix, contact your DSO for assistance.

Q. When should a Hazard Analysis (HAs) be utilized vs a Standard Operating Procedure (SOPs)?

A. HA's should be utilized for:

- Task based work and includes hazards of the job location
- New/unique activities not covered in SOP

SOPS should be utilized for:

- Repeatable, routine, ongoing activities
- Hazards and controls are built into the document
- May not include all hazards at specific location (supplemental HA may be required)

Q. How can the concepts of work planning be applied to other areas besides HAs and SOPs

A. The concepts of FESHM 2060 Work Planning & Controls and SHAPE can be applied to all aspects of work at Fermilab.

Q. Who should I contract if I have questions?

A. If you are interested in learning more about FESHM 2060, IMPACT, or Work Planning and Control training, contact your Division Safety Officer for additional information.

Q. What is IMPACT?

A. IMPACT (short for Integrated Management Planning And Control Tool) is an online tool for documenting HAs and Permits required to conduct work.

Q. How do I get approval for my HA if I use IMPACT?

A. IMPACT obtains approvals for your HA electronically and documents the approval directly in the system, and on HAs printed from the system.

Q. Can I still use IMPACT if I have emergency work or urgent repair work that must be done, and I do not have time to obtain approvals electronically?

A. Yes. When creating your HA, check the first box on the form for Emergency / Urgent / Emergent Work, and complete the HA as normal. Print your HA and it indicates that you are performing emergency or urgent work that is required to be done immediately before approvals could be obtained. Electronic approvals can be obtained retroactively.

Q. Can I use IMPACT for planning work a sub-contractor will be completing?

A. Yes. There are fields in the tool where you can document which sub-contractor is completing the work.

Q. Can I enter a sub-contractor's HA in IMPACT?

A. Yes. You can enter a sub-contractor's HA in IMPACT by completing the HA form in the system, or you can attach or upload a copy of the sub-contractor's HA.

Q. When I clicked on the “Edit Form” button to edit my HA, my screen collapses into a small square, and I cannot fill out the form.

A. This is a known browser issue, and if this happens simply close the browser and restart IMPACT. This should reset the form back to the normal size. If it keeps happening, try a different browser (Firefox, Chrome, etc.).

Q. I do not see a button on the HA to submit it for approval. What is missing?

A. In red text, the HA should identify what is missing before you can submit it for approval. Be sure your HA form is complete, and that you have selected an authorizing supervisor to approve your HA by clicking on “Edit Form Header” to select one.

Q. Who gets notified my HA is in IMPACT?

A. People are notified of your HA at different points in the workflow approval process.

- When you submit your HA for approval, DSOs, SMEs and the authorizing supervisor are notified.
- When your HA is rejected, you are notified.
- When your HA is approved, you are notified in addition to DSOs and anyone you listed as “People to Notify”.

Q. How do I include others on the notification when my HA is approved?

A. Before submitting your HA for approval, click on “People to Notify” and add the names of the people you want to be notified when your HA is approved.

Q. I do not see the permit I need to complete on the tabs in my work package. Where is it?

A. You need to add it adhoc by clicking on “Add Form”. Select the permit you need to complete, and it will add a tab to your work package.

Q. Are other permits going to be added to IMPACT so that I can complete them electronically and obtain approvals electronically just like the HA?

A. Yes. Other permits will be added to IMPACT as they are developed. Users will be notified when permits are added for electronic approval in the system.

Q. I cannot access IMPACT, it says I do not have permission.

A. Submit a service desk ticket and ask for access to IMPACT.