

**Attachment J-25**

**WORK Plan Format**

**12/05/2023**

**1.0 SCOPE**

The purpose of this requirement is to provide a document that personnel performing the work can use to understand the roles and responsibilities, quality requirements, work being performed, the risk associated with the work, training, and radiological requirements as required.

**2.0 GENERAL REQUIREMENTS**

The Contractor’s Work Plan (WP) shall be all-encompassing of the Contract scope to ensure accuracy in addressing hazards in the Job Hazard Analysis (JHA) and provide clear and concise work instructions.

1. The Work Plan shall be assigned a document number and revision number and date on all pages.

The WP requirements shall flow down from the Contractor to his subcontractor, define line management’s responsibility for safety and shall be read and understood by the craft management (i.e. Foreman, Superintendent, etc.) overseeing the work. The personnel performing the work shall be briefed on the requirements

The WP shall describe the work in sufficient detail to provide assurance to the Company:

* That the Contractor has assessed risks associated with the work, and addressed preventive measures for safety and health hazards.
* That the work in progress complies accurately with the quality, safety and health, and performance requirements specified in the Contract documents.
* That the Contractor has safely planned the work in sufficient detail to meet schedule requirements.
* Provides a basis for the Company’s internal planning activities.

The WP shall be developed in such a format that individual pages or sections addressing quality requirements, work activities, and corresponding health and safety requirements can be utilized for briefing of the work force prior to commencement of each new activity.

Table A contains general information and definitions guiding the WP specific sections. Section 4includes guidance and a template.

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| **Table A** |
| **Job Scope** |
| The Job Scope shall be divided into Activity Descriptions for standard work tasks and work tasks performed within an Immediate Evacuation Zone (IEZ). The Tools and Equipment list shall call out if the item is to be used in the IEZ. Each section shall contain the General Requirements and Statement of Work.  Specialty Tools and Equipment  A listing of tools and equipment (including attachments) to be used. Tools/Equipment includes all heavy motorized equipment and tools/equipment that generate loud noises and require hearing protection. Tools and equipment that require Industrial Hygiene (IH)/Environmental, Safety, & Health (ES&H) evaluation. |
| **Precautions and Limitations** |
| 1. Precautions and limitations (P&L) are to be included in the WP to identify hazards associated with the job and helps to define safety boundaries. Considerations to address when creating the job specific P&Ls may include the following: |
| * + Actions to protect the safety of workers, equipment, materials and the public |
| * + Hazards/Controls |
| * + Omitted, incorrect, or superfluous steps performed that may inadvertently cause plant shutdown |
| 1. All WPs shall, at a minimum, include a STOP WORK statement within the P&L section. Refer to FBP-OS-PRO-00028, *Work Stoppage Due to Environmental, Safety, Health and Quality Concerns.* |
| **Permits** |
| Applicable/required permits associated with the specific job shall be listed in the Permits section. |
| **Responsibilities** |
| Responsibilities associated with the WP will be defined in the Responsibilities section. |
| **Prerequisites** |
| Prerequisites help to define, at a minimum, the submittals, approvals, training, tools, inspections, Pre-job walk down, and Personal Protective Equipment (PPE) to preform work safely. |
| **Activity Description** |
| 1. Activity Description shall include instructions easy to understand and follow. The description should include all needed information to properly perform the task. Pertinent information needs to be contained within the instructions. Activity Description shall contain sufficient detail as to explain the activity, broad statements of work tasks are not allowed. For example, “Groundskeeping” is too general and should be broken down into more discrete actions, i.e., mowing, snow removal, weeding, spraying, painting, sign placement, etc. |
| 1. Instructions shall be written in present tense. |
| 1. Hold Points should be utilized sparingly. Hold points should be included for, but not limited to, the following activities: |
| * + Lockout/Tagout (LOTO) |
| * + Required inspections |
| * + Required verifications |
| * + If the CWP work task is within an IEZ, the Nuclear Facility Manger (NFM) is required to provide daily work start approval on the Daily Log. |
| 1. Notes, Cautions, and Warnings should be utilized sparingly. Notes, Cautions, and Warnings draw attention to steps essential to safe/compliant performance of work. Ensure warnings and cautions provide a description of the hazardous condition, the consequence of failing to heed the warning/caution, and critical time considerations. The difference between Notes, Cautions, and Warnings are as follows: |
| * + NOTES alert users to clarification information. NOTES present information that assists the user in making decisions or improving task performance. |
| * + CAUTIONS alert users to potential hazards to equipment (error prone activities). |
| * + WARNINGS alert users to potential hazards to personnel   + Verification the NEC Electrical Inspector has been contacted regarding the requirement to complete the Electrical Inspection Request (EIR) Form |

**3.0 CHANGES/REVISIONS**

No work, task or activity may be performed if it is not covered in the WP.

A WP may be changed at any time to reflect changes in policy, organization structure, regulatory requirements, or to improve the effectiveness or efficiency of the process. A WP can be changed by following the review process of the original WP. I.e. submit the revised document to FBP for review and approval.

If an in-field WP (post-mobilization) change is needed, then “red-line” the content accordingly with the change, initial, and date before implementing the revised work. The change shall be walked down with the FBP Supervisor and FBP Safety professional, at a minimum, the changes must be initialed by the contractor, the FBP Construction Supervisor and the FBP Safety Professional. The FBP Supervisor must ensure the change received a USQD screen, if needed. Ensure changes to the work that impact the JHA are properly updated or relined per instructions in the J-13. All red-line changes are to be electronically updated and re-submitted within 5 working days.

Changes to a WP shall be re-submitted as the next revision under the same submittal requirement number identified on the register, citing the next revision number. Changes to a WP must be clearly identified for review and approval purposes.

**4.0 WORK PLAN TEMPLATE**

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|  |  | **NOTE**  Sections 1-20 below are general conditions and requirements. In the *General Prerequisites, Precautions, Limitations, and Permits* Section, and sections the WP template may be tailored to fit the individual scope and specific task. |  |

* 1. **Job Scope**

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|  |  | **NOTE**  The Job Scope shall be divided into standard work tasks and work tasks performed within an Immediate Evacuation Zone (IEZ). Each section shall contain the Activity Descriptions, Tools and Equipment to be used, and any special training. |  |

Each individual assigned to this project will be briefed on the Work Package, the major activities and associated hazards, and hazard mitigations, Job Hazard Analysis (JHA), Health and Safety Plan (HASP), and applicable documents. This briefing will be detailed enough to give the worker an overview of the following:

* + Work Package
  + Project requirements and expectation
  + Health and Safety requirements and expectations
  + Integrated Safety Management System (ISMS) 5 Core Functions & Seven Guiding Principles
  + Reporting requirements
  + The Right to Stop Work
  + Initial Briefing / Safety Task Assignment (STA)
  + Maintaining a Positive Questioning Attitude
  + Procedural Compliance
  + Emergency Preparedness
  + Specialized Tools and Equipment
  1. **Training**

Responsible Supervisor shall ensure all workers have completed applicable training.

Verification of this shall be noted in the WP Daily Log and Training Matrix.

* 1. **Personal Protective Equipment**

Personal Protection Equipment (PPE) requirements as defined within the Work Safety & Health Program (WSHP), and JHA for each activity. At a minimum the following PPE is required: hard hat, safety glasses, safety boots, and Class II high visibility shirt/outer clothing or vest.

* 1. **Field Walk Down**

A field walk-down will be conducted by prior to initial work start and for changes.

* 1. **Work Start Approval**

Contractor will obtain Work Start Approval from the Facility Manager or designee. The Responsible Supervisor or designee will authorize work by signing off on the WP. If the WP work task is within an IEZ, the Nuclear Facility Manager (NFM) is required to provide daily work start approval. A hold point should be added within the WP to prompt this action is taken and daily NFM approval documented in the J-5 Daily Log.

* 1. **Inbound/Outbound Equipment Inspection**

Equipment will be inspected to ensure safety and compliance with regulatory and manufacturer’s maintenance requirements.

* 1. **Plant Radio**

A minimum of one plant radio will be assigned to the Responsible Supervisor. FBP radios are able to access plant Emergency Frequencies and monitor site conditions.

* 1. **Established Work Boundary**

Establish and maintain access control boundaries and/or signage at the work site for the duration of the project. These boundaries will define the project work areas. Signage at the work site will identify the project name, minimum PPE requirements for entry, and project lead personnel with contact information.

* 1. **Radiological Control Technician (RCT) Pre-work Surveys**

If applicable, coordinate with RCT to perform pre-work surveys prior to any Penetration/Excavation.

If applicable, prior to any work at an elevation of greater than eight (8) feet, Responsible Supervisor will ensure the RCT has been contacted to perform pre-work surveys.

* 1. **Lasers**

Laser use will be in accordance with requirement of the J-13.

* 1. **Nuclear Density Gauge**

If it is determined a nuclear density gauge will be needed, notify FBP Radiation Protection (RP) department prior to bringing the unit onto the reservation.

* 1. **Hoisting and Rigging**

Hoisting or Rigging Manager or designee will complete a lift check sheet and/or lift plan. When extraction of stuck equipment is required, Hoisting and Rigging Manager or qualified designee will complete towing and recovery check sheet.

* 1. **Transportation of Major Equipment**

Responsible Supervisor shall walk down travel routes to verify dimensional clearances and overhead obstructions prior to transporting major pieces of equipment.

* 1. **Equipment and Tool Calibration**

The user is required to verify the equipment or toll is calibrated prior to use. If equipment is not properly calibrated, **DO NOT USE** and contact Quality Assurance (QA) representative.

* 1. **QA Inspections**

The Contractor Quality Assurance representative shall be included in WP planning to ensure inspections, along with any hold points, required to verify that physical and functional aspect of items, services and processes meet requirements are included in the WP.

* 1. **Daily Reports and Inspections**

Responsible Supervisor shall complete the required daily reports and inspections as identified in the WP.

* 1. **Safety Data Sheet (SDS)**

Safety Data Sheets (SDS) for all chemicals will be reviewed and approved by FBP Industrial Health (IH)/Occupational Safety & Health (OS&H) prior to bringing chemicals on site. Responsible Supervisors will provide the required storage and reporting for all chemicals brought on site. An SDS will be maintained onsite for each hazardous chemical/material brought onto the jobsite. All hazardous materials will be identified with the proper labeling in accordance with the SDS and Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulation (CFR) 1926.59.

* 1. **Hazard Communication**

All employees shall be made aware of the OSHA 29 CFR 1926.59 Hazard Communication Standard for hazardous chemicals associated with project activities. All personnel have the right to know about any hazardous material that they may come in contact with while working on this project.

* 1. **Waste Management**

Responsible Supervisor will coordinate with Waste Engineer (or designee) to ensure compliance with the Generator Waste Management Plan (GWMP) per contract requirements.

* 1. **High Hazard Work**

The contractor will ensure the following High Hazard Work will not be performed prior to the review and approval of the High Hazard Review Board (HHRB).

1. Electrical work requiring an Energized Electrical Work Permit (EEWP) over 50 volts, permit required excavations and penetrations.
2. Permit required excavations and penetrations. Exclusions included:
   * Permitted excavations less than 5 feet deep with no known live utilities within the excavation zone other than the system/utility being worked on provided the system/utility is isolated by a Lockout/Tagout (LOTO).
3. Elevated work over 6’ from the adjacent working surface requires Personal Fall Arrest System (PFAS) or a Personal Fall Restraint System (PFRS) as defined in FBP-OS-PRO-00020, *Fall Prevention and Protection*. Excluding: Ingress and Egress from vehicles, mobile equipment, or construction equipment using the installed equipment features.
4. Radiological work requiring an As Low As Reasonably Achievable (ALARA) review.
5. Critical lifts requiring development of a lift plan.
6. Pneumatic testing performed in the field for post maintenance testing and/or acceptance testing purposes. Exclusions included:
   * Pneumatic testing performed under an approved technical procedure or related to a routine maintenance task
   * Activities governed by an approved technical procedure
   1. **Hold Points**

Supervisor will ensure Hold Points are signed off prior to moving forward with the work. Working past a hold point is not allowed.

1. **GENERAL REQUIREMENTS**
   1. **WORKERS**
   * (List the trades personnel required to execute the WP successfully)
   1. **TRAINING**
      * Specialty Training shall be listed and included in the Training Matrix (J-13)

**HOLD POINT**

Responsible Supervisor will verify that all personnel under their direct supervision have received the required training, project briefing and are qualified to perform their work assignments as stipulated in the contract.

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Responsible Supervisor Date

**SUB-TIER CONTRACTORS/VENDORS**

1. Sub-tier contractors will perform the following activities/tasks:
   * AAA Redi-Mix – Lean Concrete Supply
   * BBB Hydro Seeding – Mulch and Seed Application

**EQUIPMENT LIST**

General descriptions, not to include specific brands etc.

* 1. **MATERIALS LIST**

List of major permanent materials with identified long-lead items

* + None

1. **STATEMENT OF WORK**

The major work activities are identified below to provide a basic understanding of the approach and execution methods and means to accomplish the work. References to safety controls and mitigations are in JHA (FBP-JHA-YY-XXXX) are denoted, by listed activity.

NOTE: Work activities may be sequenced in an order other than the order listed in this DEP as directed by the Responsible Supervisor. Hold points shall not be bypassed.

* 1. **PERMITS**

Responsible Supervisor shall verify all permits are approved and applicable. The permits may include, but not be limited to, the following:

* + Excavation & Penetration Permit
  + Hot Work
  + Etc. …..
  1. **RESPONSIBILITIES**
* **Responsible Manager**

Has overall responsibility for initiation, development, approval, and ,management of the contract.

* **Facility Manager**

Ensures the work activities comply with applicable safety basis documents (e.g., Technical Safety Requirements [TSRs], Documented Safety Analysis [DSA], Basis of Interim Operations [BIO], and Nuclear Criticality Safety Evaluations [NCSEs]); and FBP, Department of Energy (DOE), and other regulatory requirements and institutional safety management programs. Also, provides final work start approval for this CWP.

* **Construction Manager**

Has overall responsibility for work conducted under this WP.

* **Responsible Supervisor**

Responsible for day-to-day implementation of field work conducted under this WP and the work is performed in accordance with the project specifications. Ensures Initial Briefings are performed according to the Integrated Safety Management System (ISMS) guiding principles, at predesignated locations, coordinated by the work area, and at times agreed to by the Project Manager.

* **Quality Assurance (QA) Manager**

Responsible for providing QA and Construction Quality Control (CQC) / Quality Control (QC) resources required by the Construction Specifications and verifying work is conducted in accordance with the OSWDF Construction Quality Assurance Program Plan and the Project Quality Assurance Plan.

* **Workers**

Each is responsible to attend an initial Start-up Briefing prior to beginning any field activities. These briefings may be provided on an individual basis tailored to the specific scope of work the individual(s) will be performing, as well as the associated hazards and necessary interfaces with other site activities. Each is responsible for performing the work safely. Each has the responsibility to STOP work or decline to perform an assigned task because of a reasonable belief that the task cannot be performed safely.

* 1. **ACTIVITY DESCRIPTION**

1. (Activity Description shall include instructions easy to understand and follow. The description should include all needed information to properly perform the task. Pertinent information needs to be contained within the instructions.)
2. *And so on*………………………