

Chapter 2: [Work Planning and Control](#)

Area Hazard Analysis Procedure

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URL: <http://www-group.slac.stanford.edu/esh/eshmanual/references/wpcProcedAHA.pdf>

1 Purpose

The purpose of this procedure is to ensure that the complex or unique hazards and particular controls (training, PPE/equipment, and access requirements) associated with working in or entering a specific area are adequately identified and communicated. The procedure covers the development and use of area hazard analyses (AHAs). It applies to persons assigned programmatic responsibility for an area, building and area managers, ESH coordinators, work planning and control (WPC) champions, and associate laboratory directors.

All *industrial areas*,¹ accelerator areas, and areas with radiation controls at SLAC must have an AHA. The AHA must be reviewed at least annually and when the training requirements or level or types of hazards change.

In some cases hazards may have been addressed in supporting safety documents (safety assessment documents, citizen committee reviews, fire hazard analyses, independent safety reviews), referencing the supporting document and completing the PPE/equipment and training requirements sections is adequate.

1.1 Program Introduction

Maintaining a safe workplace is the responsibility of everyone at SLAC. Identifying and understanding hazards, the risks they present, and mitigating those hazards is an essential foundation for achieving excellence in environment, health, and safety performance.

When entering an area to observe or conduct work, it is important to consider area hazards. During the planning of any work, one must consider the impact of such hazards. Some may require PPE or training, while others may require a permit. A workspace compliance assessment may be performed from which information appropriate for the AHA should be taken.

The AHA program will serve

1. Anyone by providing relevant information about hazards, personal protective equipment (PPE), and access and training requirements for entry
2. Supervisors or those authorizing work by providing information that enhances planning for work conducted by their workforce

¹ *Industrial area* is defined as an area where some level of hazard (for example, moving machinery, noise, electrical, chemical) may exist.

1.1.1 Supporting Programs

Work planning and control (WPC) addresses the activity level hazards and controls associated with work conducted anywhere on the SLAC site (see [Work Planning and Control: Procedure](#)). Furthermore, WPC addresses the authorization and release of activity-level work. The AHA should be referenced during planning, prior to authorization, to ensure that area specific hazards are considered and that the training and PPE associated with entry are addressed. However, the AHA should not be used to document task-specific controls, such as arc flash protection, lockout/tagout (LOTO), or activity-specific training.

The [Building Manager Program Manual](#) and [Chapter 33, “Management Walkthroughs”](#), address workspace compliance assessments. Hazards such as compressed gas cylinder storage and ventilation hood velocity measurements are addressed by these assessments, not by an AHA.

2 Roles and Responsibilities

2.1 Person Assigned Programmatic Responsibility for an Area

- Consults line management to determine AHA approvers
- Creates and maintain AHAs

2.2 Building Manager

- Ensures that current AHAs are available for all areas within his or her building that require an AHA

2.3 ESH Coordinator

- Assists line organizations in completing an AHA for all areas requiring one
- Periodically reviews AHAs to ensure that SLAC addresses hazards appropriately and consistently

2.4 WPC Champion

- Resolves issues that arise as a result of third-party (for example, subject matter experts, audits, DOE SLAC Site Office) requests to add blanket statements or other content to the AHA
- Concurs with decisions to require a release for green work

2.5 Associate Laboratory Director and Laboratory Director

- Is responsible for ensuring this policy is implemented within his or her unit. In all areas for which he or she is accountable, each associate laboratory director is responsible for ensuring that a person is assigned to develop and maintain AHAs.

2.6 ESH Division

- Owns and is responsible for administering the AHA program, including providing a lab-wide tool for storing and accessing AHAs

3 Procedures

The content of the AHA is important and must clearly communicate the following information:

- Date
- Area and building identifier; area and building manager name and contact information
- Minimum PPE/equipment required to enter the area
- Training required to enter the area
- WPC Green release requirements
- Area-related hazards and associated controls


		Area Hazard Analysis Created by _____		Date: _____ Approved by: [name] or blank
Building Number: _____	Building Manager Name: _____ Extension: _____ Cell phone: _____	Alternate Building Manager: _____ Extension: _____ Cell phone: _____		
Area Name/Number: _____	Area Manager Name: _____ Extension: _____ Cell phone: _____	Alternate Area Manager: _____ Extension: _____ Cell phone: _____		
Reference "Control" column for additional PPE/equipment required, but this is the minimum required for access: <input type="checkbox"/> none <input type="checkbox"/> safety glasses <input type="checkbox"/> safety shoes <input type="checkbox"/> hard hat <input type="checkbox"/> reflective vest <input type="checkbox"/> long pants <input type="checkbox"/> hearing protection <input type="checkbox"/> closed toe street shoes <input type="checkbox"/> head lamp or flashlight <input type="checkbox"/> other _____		Training required for access: <input type="checkbox"/> none <input type="checkbox"/> GERT <input type="checkbox"/> RWT I * <input type="checkbox"/> RWT II * * - dosimeter required <input type="checkbox"/> other _____ [Up to 15 lines]		
Green Release requirements: <input type="checkbox"/> Adhere to postings and signage. Area Manager release not required. <input type="checkbox"/> Remain within marked boundaries, such as taped or painted floors, or other hazard barriers. <input type="checkbox"/> If your work takes you outside marked boundaries, such as taped or painted floors, or other hazard barriers, then a release is required, contact the Area Manager. <input type="checkbox"/> Contact the Area Manager to release all green work. <input type="checkbox"/> See Additional Information section		Additional Information: [FREE TEXT FIELD]		

Figure 1 Sample AHA Screen

Step	Person	Action
1.	Preparer (person with programmatic responsibility for the area)	Launches the Area Hazard Analysis eTool
2.	Preparer	Selects Create AHA button
3.	Preparer	Selects approver's name, if approval is required by division or department. (If a

Step	Person	Action
		name is entered in the 'to be approved by' field, the tool will auto generate an e-mail with a link to the identified person for approval.)
4.	Preparer	Selects building identifier (only those buildings with areas will be listed) Verifies auto-populated building manager name and contact information
5.	Preparer	Selects area identifier (only those areas within the selected bldg will be listed) Verifies auto-populated area manager name and contact information
6.	Preparer	Selects minimum PPE, equipment, and training requirements for entry to area (Job-specific PPE must be documented in an ATA or JSA) (Up to 15 training classes may be listed)
7.	Preparer	Selects requirements for releasing green work. (The first time an area is identified as requiring a release for green work, concurrence by the WPC champion is required. The tool will auto generate an e-mail with a link to request and document concurrence.)
8.	Preparer	Enters additional information, if applicable
9.	Preparer	Lists up to 30 area-related hazards and their associated controls
10.	Preparer	Chooses hazards from the pre-defined list (The associated control will auto populate)
11.	Preparer	If finished, Select Submit button; if not finished, Select Draft button
12.	AHA eTool	When concurrence by WPC Champion, if required, is complete and AHA is approved, if required, the AHA will be posted in an un-editable format (except by the area manager) in the AHA Library. Until then it is listed as pending.
13.	Preparer	Reviews AHA at least annually and when the training requirements or level or types of hazards change

4 Forms

The following forms are required by this procedure:

- [Area Hazard Analysis eTool](#) (tool for creating, approving, and storing/viewing AHAs)

5 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- Completed AHAs are stored in the [Area Hazard Analysis eTool](#).

6 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 2, “Work Planning and Control”](#)
 - [Work Planning and Control: Procedure](#) (SLAC-I-720-0A21C-002)
 - [“Work Planning & Control”](#) (includes online tools)
- [Chapter 33, “Management Walkthroughs”](#)

Other SLAC Documents

- [Building Manager Program Manual](#) (SLAC-I-720-0A03Z-001)