

Work Planning and Control
PPA Department Managers Meeting
16 April 2009

Work Planning and Control – WPC

<https://www-internal.slac.stanford.edu/wpc/>

<https://www-internal.slac.stanford.edu/wpc/tools/>

Kinds of Work – Green, Yellow, Red

<https://www-internal.slac.stanford.edu/wpc/overview/>

- Green - this work is associated with everyday living, routinely accepted by society, and controlled by means well known to the workers, without requiring any permits or plans and where specific ES&H training is not required. Examples: <https://www-internal.slac.stanford.edu/wpc/overview/green.asp>
- Yellow - this is work that may require coordination between 1 or 2 work groups or trades, or require 1 or 2 permits/plans. Examples: <https://www-internal.slac.stanford.edu/wpc/overview/yellow.asp>
- Red - this is work that requires coordination between 3 or more work groups or trades, or requiring 3 or more permits/plans. Examples: <https://www-internal.slac.stanford.edu/wpc/overview/red.asp>

Training Required

<https://www-internal.slac.stanford.edu/wpc/execution/training.asp>

- All lab personnel who perform office-type work *in non-office areas* are required to complete WPC Overview for Green Workers in Non Office Areas Training (ESH course 121) by 8/31/09.
 - All lab personnel performing non-office type work & their supervisors, and UTRs, Building & Area Managers are required to complete WPC Training (ESH course 120) by 8/31/2009. **Note:** *and their supervisors.*
 - Starting September 2009 and beyond, employees starting work at SLAC will be required to take course 120 or 121 as part of the Safety First Checklist which all new employees must complete. *Yes, this is inconsistent with the first bullet.*
- **Need to make these requirements part of STAs at the next performance evaluation cycle. Many people are affected.** See http://www-group.slac.stanford.edu/esh/training/sta/sta_overview.htm

Training to Date

- Have a set of WPC liaisons for the lab: <https://www-internal.slac.stanford.edu/wpc/help.asp>
- About 76 in PPA have taken course 120: https://www-internal.slac.stanford.edu/esh-db/training/slaonly/bin/eta_report4a.asp?status=&medical=&gone=active&name=&directorate=P&division=&course=120
- About 8 in PPA have taken course 121: https://www-internal.slac.stanford.edu/esh-db/training/slaonly/bin/eta_report4a.asp?status=&medical=&gone=active&name=&directorate=P&division=&course=121

Message from Leslie Stepanek 3 March 2009:

Within PPA, 22 employees have completed WPC training (ESH course 120) to perform dispatch and complex work. In order to demonstrate greater than 90% completion of training, and subsequently close our CAP, I am asking each supervisor to assign course 120 through the STA during this year's annual performance review process to those employees who perform non-office type work. For more details on who needs to take course 120, please see the ESH Training catalog at https://www-internal.slac.stanford.edu/esh-db/training/slaonly/bin/catalog_item.asp?course=120.

Additionally, those employees who perform office-type (i.e. green) work in non-office areas are required to complete a 30 minute WPC course (ESH course 121). Therefore, please also assign course 121 through the STA during this year's annual performance review process to those employees who perform office-type/green work in non-office areas.

Office-type (green) work: Technical or administrative activities commonly performed by the public, posing well-known hazards, with controls that may be implemented without permits, plans or special ESH training, excluding training required to simply access an area.

Examples

- * Driving, walking, cycling on campus
- * Using janitorial or office supplies
- * Using lab equipment (camera, calipers, microscope, Hilti measuring device, GPS unit) in the absence of hazardous materials
- * Routine operation of office equipment
- * Management Safety Observations

If you are unfamiliar with the STA or how to use it to assign training, please see the STA instructions at http://www-group.slac.stanford.edu/esh/training/sta/sta_overview.htm or you can contact esh-training@slac.stanford.edu . Someone in the training group will be glad to assist you.

If you have questions about Work Planning and Control, please contact any of our WPC Liaisons: Carsten Hast, Eric Colby, Mark Hogan, Tom Markiewicz, John Jaros or Charlie Young.