

ENVIRONMENT, SAFETY & HEALTH DIVISION

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

## Quick Start Summary

Product ID: [511](#) | Revision ID: 2332 | Date published: 10 May 2021 | Date effective: 10 May 2021

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

### 1 Who needs to know about these requirements

The requirements of Work Planning and Control apply to all persons, including SLAC employees, subcontractors, and users, performing any *activity*-level work in or on facilities managed by SLAC, including technical and administrative activities, construction, experiments, operations, maintenance, and service. The chapter covers the stop work process as part of performing work within controls.

### 2 Why

Inconsistent and inadequate work planning, authorization, and control puts at risk adequate protection of workers, the public, and the environment.

### 3 What do I need to know

All work must first be planned, then authorized, and finally released. How this happens depends on the type of work, categorized by complexity: green, yellow, red. Work is authorized generally by the supervisor of the person performing the work. (Subcontractor supervisors authorize work, but a SLAC employee must confirm the authorization). Work is typically released by either the supervisor, for work performed in a person's resident area, or, for non-resident area work, the area or building manager. Documentation requirements vary by type of work, but generally there must be evidence in some form of scope of work, authorization, and release to communicate critical steps, hazards, and controls to workers.

Every worker performing any work in or on facilities managed by SLAC has the authority and responsibility to stop work for conditions that threaten imminent danger. Stop work actions take precedence over all other priorities and procedures.

### 4 When

These requirements take effect 10 May 2021.

### 5 Where do I find more information

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

- [Chapter 2, "Work Planning and Control"](#)

Or contact the [program manager](#).