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C-A OPERATIONS PROCEDURES MANUAL

2.28.1 Personnel Call In and Work Planning

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Hand Processed Changes

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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

P. Ingrassia

2.28.1 Personnel Call In and Work Planning

1. Purpose

- 1.1 The purpose of this procedure is to outline the rules governing personnel call in and the supervision of the personnel who are called in to work in the C-A complex, during off hours.

2. Responsibilities

- 2.1 The on duty Operations Coordinator (OC) is responsible for following this procedure.
- 2.2 The on duty Collider Accelerator Support Watch Supervisor is responsible for following this procedure.
- 2.3 The on duty Senior Tandem Operator is responsible for following this procedure.
- 2.4 The on duty Cryogenic Watch Supervisor is responsible for following this procedure.
- 2.5 MCR operators are responsible for relaying phoned-in information from watch supervisors or personnel who are called in to the OC.

3. Prerequisites

- 3.1 Personnel called in to work are qualified to:
 - 3.3.1 work on the problem equipment,
 - 3.3.2 perform lockout tag out where appropriate,
 - 3.3.3 enter primary beam enclosures as appropriate.
- 3.2 The supervisor in paragraph 2 who requires assistance is a qualified work planner.

4. Precautions

None

5. Procedure

- 5.1 IF one of the supervisors listed in paragraph 2 requires the help of an individual(s) who is not on site, THEN:
 - 5.1.1 The supervisor shall phone the individual.
 - 5.1.1.1 The shift supervisor shall report to the OC, the name of the worker(s) who is coming in and the time that the worker arrived.

5.1.1.2 The OC shall log the worker's name, the arrival time, and the system to be worked on in the OC shift log.

5.1.2 The individual reports to the shift supervisor who requires assistance.

5.1.3 The shift supervisor shall review the hazards of the work (work planning) and provide a safety watch for the worker as appropriate.

5.1.3.1 IF the shift supervisor is unable to identify the hazards of the job, then he/she shall contact the technical supervisor of the worker who will be able to review the work plan.

5.1.3.2 The shift supervisor will record the work plan in his/her work-planning log.

5.1.4 When the work is completed, the worker OR the shift supervisor must report, to the OC, whether the work was completed successfully and the time the worker is leaving the site.

5.1.5 Both the OC and the shift supervisor shall log the call-in in their respective shift logs.

5.1.5.1 The log entry must include the time the worker arrived, the name of the worker, whether the work was completed successfully, and the time the worker left the site.

5.1.5.2 The work planning log will be filled out as appropriate by the supervisor performing the work planning.

6. Documentation

6.1 The Operations Coordinators Shift Log.

6.2 The shift supervisors shift log

6.3 The work-planning log.

7. References

None

8. Attachments

None