



Procedure: C-A-OCR-OFF-OSH
Revision: 00
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COLLIDER-ACCELERATOR DEPARTMENT

Title: Operational Control Record, Offices

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Group: ESH&Q

Approvals

Signature on File _____ Date: _____
ESH&Q Division Head

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

(Indicate additional signatures)

- Y N
- x FS Representative: _____ Date: _____
- x Radiological Control Coordinator: _____ Date: _____
- x Chief ME: _____ Date: _____
- x Chief EE: _____ Date: _____
- x ESH Coordinator: Signature on File _____ Date: _____
- x QA Manager: _____ Date: _____
- x Other: _____ Date: _____

**C-A OSH
OPERATIONAL CONTROLS RECORD**

Operational Controls Record For Occupational Safety and Health Hazards	Completed By: <u>E. Lessard</u> Date: <u>July 22, 2003</u>
1. Operations: The Collider-Accelerator Department (C-AD) offices are primarily used for administrative, engineering and group interfacing activities, which support accelerator operations. Personnel utilizing these offices consist of administrative, technical and scientific staff. To support the operation of the C-AD facility, office space is provided throughout the C-AD complex. All C-AD offices are properly equipped to support personnel in performing their assigned tasks, e.g. phones, computers, work tables/desks.	
2. Activities: <ul style="list-style-type: none"> • Administrative tasks such as computer work, copying, filing • Meetings, seminars, videoconferencing, work planning 	
3. Controls – Sub-Systems, Operations, Safety Review and Personal Protective Equipment, Emergency Response: All controls at the C-A complex are under a Formal Conduct of Operations (CO) and are described in detail in the C-A Operational Procedures (OPM) . Safety significant procedures relevant to offices that are included in the C-AD OPM are: <ul style="list-style-type: none"> • Emergency Response Controls: OPM Chapter 3, Emergency Procedures 	
4. Maintenance: <ul style="list-style-type: none"> • OPM Chapter 2 - Maintenance, Work Planning 	
5. Actions to be Taken if Controls Fail: <ul style="list-style-type: none"> • OPM Chapter 10 – Occurrence Reporting 	
6. Records: <ul style="list-style-type: none"> • OPM Chapter 9 - Safety Inspection • OPM Chapter 13 - Quality Assurance 	

7. Responsibilities: (a) to ensure controls are in place; (b) to ensure controls keep working; (c) to take action when controls fail; (d) to create and keep records relative to operational controls

- R2A2s
- [OPM Chapter 1](#) - Policies for Authorization, Training, Environment, Safety, Procedures, Minors, Visitors
- [CO Chapter 1](#) - Organization and Administration

Name	Responsibility
Responsible and authorized personnel are listed and maintained in the C-A Operational Procedures Manual	OPM Chapter 1 - Authorization OPM 1.11 - Department Requirements for Interaction with C-A OPM 1.10 - Occurrence Reporting and Processing of Operations Information

8. Training:

Name	Training	Training Policy
Training data is maintained in BTMS	See specific Job Training Assessments (JTAs) in BTMS	OPM 1.12 – Training and Qualification Plan