

Work Release Control

MSC-PRAC-30470

Revision 0

Effective Date: December 8, 2009

Topic: Safety and Health

Work Release Control

PURPOSE

This practice identifies a key aspect of the Safety and Health (S&H) program that establishes the minimum criteria and general process for control of work that supports the initiation and completion of tasks in a safe, timely, and efficient manner, and maintains safe and reliable plant operation and occupant safety.

SCOPE

This practice includes the following major sections:

- General Requirements
- Identifying Safe Work Boundaries
- Process

The requirements of this practice are consistent with the requirements published in the Hanford Mission Support Contract (MSC) Safety and Health virtual manual.

APPLICATION

This practice applies to Mission Support Alliance (MSA) construction personnel when:

- Working in/around an operating facility,
- A work release process is required by the Facility owner/operator, or
- Required by the client.

It also applies to work by other contractors or agencies assigned to work in areas controlled by construction (such as craft shops).

GENERAL REQUIREMENTS

Records generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package*.

The owner's (such as facility or area) requirements for work release and control are fully understood and implemented for each project.

The construction manager and/or construction supervisor/superintendent (CS/S) of supplying organizations (the organization that comes into the owner's facility/area to perform work), which include service functions such as construction, maintenance, engineering walkdowns, field estimating walkdowns, and subcontractors services, ensure that the general requirements and process described in this practice are implemented.

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Each CS/S, team, or task leader directing the supplied work in a facility or area ensures that this practice and associated work instructions are understood by his or her subordinates prior to performing the work assignment. The CS/S or leader also resolves any uncertainties or worker concerns should such conditions exist, arise or change, immediately stopping work if necessary.

Workers, including employees, subcontractors, and other agencies, understand the work scope, safety boundaries established for that work scope, and their responsibility and authority to stop work if conditions warrant. Such conditions include unclear direction, change in configuration, and uncertainties or changes in lock and tag conditions.

IDENTIFYING SAFE WORK BOUNDARIES AND SYSTEMS/ ITEMS FOR REMOVAL

The owner establishes a safe work boundary prior to the release of any work. This is assured through approved job planning and safety review processes, such as the job safety analysis (JSA) process described in practice [MSC-PRAC-30462](#), *Prejob Safety Planning*.

The plant or system owner identifies items or systems to be removed or demolished by construction or subcontractor/sub-tier contractor. Such items or systems identified conspicuously by paint, flagging, marking, etc., to the mutual satisfaction of construction and the owner prior to removal or demolition.

Use job planning, review, and release methods to ensure that the owner's representative is aware of a worker's presence and work scope. Use methods that define the work scope and ensure that safe boundaries are established prior to releasing the work.

Release work activity that is compatible with the facility configuration at the time of release and for the anticipated duration of the task to be performed.

Workers use the release process and associated planning and review processes to understand the work scope as contained within the safety boundaries. They also are aware of and fully understand the anticipated hazards, such as operating systems or equipment near or in the work area, and the protective measures to take or that have been taken to mitigate such hazards.

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Include the use of the “release” document specified in the task order, contract, or other “statement of work” document, such as the *Work Release for Construction/Service Organizations* form [BC-6001-394](#), in the work release process to ensure formal authorization for work release.

Maintain a copy of the work release document at the job site for the duration of the task covered.

PROCESS

The CS/S identifies from the owner the work to be performed for the specified work period on the work release document.

Supplying Organizations

The CS/S and the worker understand the work scope and safety boundaries established for that work on the release document and any applicable planning documents (such as the work management system or job safety analysis). When work deviates from a defined scope with established boundaries, or conditions affecting safety change, the work is stopped.

The CS/S knows who the work release authority is and the work control document that is to be used at a given facility.

The CS/S informs the work release authority of work status at the end of the work period and obtains new releases for subsequent work periods. For work that has been released for the job duration, the CS/S informs the release authority of worker presence on the job on each day of activity.

The CS/S and workers know the lock and tag boundaries as they pertain to their work scope. They understand that they stop work if, during the course of the work, the tagout boundaries become inadequate.

NOTE: *Do not proceed with the work if any of these criteria are not met. Inform the cognizant management of deficiencies and seek resolution.*

FORMS

Work Release for Construction/Service Organizations, [BC-6001-394](#)

RECORDS IDENTIFICATION

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
<i>Work Release for Construction/Service Organizations</i> , BC-6001-394	Construction Supervisor/Superintendent	Project Document Control

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REFERENCES

[MSC-PRAC-30374](#), *Construction Work Package*
[MSC-PRAC-30462](#), *Prejob Safety Planning*