

## 6.0 Technical Appendix 3: Scope

When initiating work the scope must be clearly defined. Scope should identify the following items:

- Who – Who needs to be involved the work and work planning? Who is this work going to affect?
  - Workers
  - Supervisor
  - Point of Contact (POC)
  - Division Safety Officer (DSO)
  - Radiation Safety Officer (RSO)
  - Subject Matter Experts (SME)
    - Industrial Hygiene (IH)
  - Building Manager (BM)
  - Laser Safety Officer (LSO)
  - Authority Having Jurisdiction (AHJ)
    - Fire Protection
    - Electrical
  - Authority Having Jurisdiction (AHJ)
  - Stakeholders
- What – What is needed to perform the work?
  - Job/task/work description
  - Materials
  - Equipment
  - Experience
  - Energy – What types of energy present a hazard to the work?
    - Electrical
    - Nuclear - Radiation
    - Gravity – Falls
    - Hydraulic
    - Pneumatic
    - Thermal – Heat/Cold
    - Noise
    - Mechanical
    - Light
    - Magnetic
    - Chemical
    - Elastic
    - Stored
  - Tools
  - PPE
  - Permits
  - Waste generated

- Approvals
- Where – Where is the work being performed?
  - ODH area
  - Radiation area
  - Building
  - Access requirements
  - Confined Space
  - Natural environment (i.e. near water)
- When – When is the work being performed?
  - Time?
    - Standard operating hours
    - Outside normal operating hours
    - Other activities being performed at the same time?
- How – How is the work going to be done?
  - Method
  - Controls
  - Mitigation
  - Risk Matrix
  - Waste generated handled and disposed
- Why – Why is the work being done?
  - Need
  - Risk