



Chapter 2: [Work Planning and Control](#)  
**Work Integration Plan Form**

Product ID: [515](#) | Revision ID: 2806 | Date Published: 28 October 2025 | Date Effective: 28 October 2025  
 URL: <https://www-esh.slac.stanford.edu/eshmanual/references/wpcFormWIP.pdf>

**ENVIRONMENT, SAFETY & HEALTH DIVISION**

This form is used to document planning, coordination, and release of complex/red work. This form is to be completed by the work planner and approved by the area or building manager (and others as indicated below); completed forms are maintained in the work package. (See [Work Planning and Control: Work Planning and Control Procedure](#) [SLAC-I-720-0A21C-002].)

**Part 1: General Information**

Project			Date
Work location	Start date	End date	Tracking no.
Requester	Dept / group		Phone
Work planner	Dept / group		Phone
Planner line manager	Dept / group		Phone
General comments			

**Part 2: Authorized Individuals / Groups Supporting Scope of Work**

WIP construction manager / SM		Phone
Dept / group	Contact point	Phone
Dept / group	Contact point	Phone
Dept / group	Contact point	Phone

**Part 3: Scope, Hazards, Safety Controls, Permits, and Plans**

Planning (check if attached)		
<input type="checkbox"/> Scope of work (required)	<input type="checkbox"/> <a href="#">Hazard Evaluation and Planning eTool</a> summary	<input type="checkbox"/> <a href="#">SLAC Site Specific Safety Plan</a>
Other controls (check if required and describe)		
<input type="checkbox"/> Other	<input type="checkbox"/> Hold point?	
<input type="checkbox"/> Other	<input type="checkbox"/> Hold point?	

**Part 4: Planning Review**

Complete	NA	Position	Name	Signature	Date	Hold Point?
<input type="checkbox"/>		Work planner				<input type="checkbox"/>
<input type="checkbox"/>		ESH coordinator				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Contractor Assurance				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Building Inspection Office				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Accelerator Operations				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	ALD (lab-wide impact)				<input type="checkbox"/>
<input type="checkbox"/>		Area / building manager				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Other				<input type="checkbox"/>

**Part 5: Feedback and Improvement**

Post-job review conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name	Date
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