

EMPLOYEE JOB TASK ANALYSIS FOR CONTRACTORS

The CH2M HILL Plateau Remediation Contract requires adherence to 10CFR851, Worker Safety and Health. One facet of the Rule is to ensure employees working in the furtherance of the DOE mission are evaluated to determine the need to have a regulatory required medical examination based upon the activities and hazards of the work scope.

Personnel who perform work on site shall be enrolled in an occupational medicine surveillance program in accordance with the requirements specified in Title 29, Code of Federal Regulations, Part 1910 & Part 1926, Occupational Safety Standards latest edition. Enrollment is required for personnel who:

- a) Are exposed to chemical, biological or physical agents (such as noise) above allowable levels/limits; or
- b) Work on site for more than 30 days in a 12-month period

The CHPRC Employee Job Task Analysis (EJTA) is used to evaluate personnel exposure hazards and necessity for enrollment of personnel into medical monitoring or clearance examinations. An EJTA must be created and kept current for each person who will be working on site who meets the enrollment criteria outlined above.

Note: The forms and instructions referred to in this section are available on the Buyer's web site at <http://www.plateauremediation.hanford.gov/index.php/page/10/>.

The EJTA and medical scheduling process outlined below must be completed before work on site commences.

1. Contractors must be identified in the site badging system. Contractors who are new to the site must register with Mission Support Alliance (MSA) Central Badging. 376-3912.
2. Personnel who will be working on site must be assigned a Hanford Identification Number (HID). Request an HID for each new employee using an HID assignment form (available on Buyer's web site or from the Contract Specialist or BTR).
3. A Subcontractor New-Hire Scheduling Form must be completed and submitted to the Site Occupational Medical Service Provider for each person who has not previously supported CHPRC to create a medical monitoring record. Form includes instructions for submittal.
4. The Contractor performs a preliminary hazards analysis to identify anticipated chemical/physical hazardous exposure(s) likely to be encountered during performance of the contracted work by completing the blank EJTA form. The Buyer's Technical Representative (BTR), Project/Construction Manager (or delegate), or the Project CHPRC Occupational Safety and Industrial Hygiene (OS&IH) representative may assist the Contractor with preparation of the EJTA form. Help is also provided by the SOMC at http://www.hanford.gov/amh/files.cfm/CSC_EJTA_Help.pdf
5. The BTR (Project/Construction Manager or delegate who is knowledgeable about the expected performance location and work hazards, with the assistance of the CHPRC

Project OS&IH Representative, ensures the EJTA is complete and submits the EJTA to the Site Occupational Medical Contractor (SOMC).

6. The SOMC Scheduler sends an e-mail to the Contractor point of contact (POC) with appointment date and time.
7. The BTR or OS&IH Representative provides a copy of the completed EJTA to the contractor.
8. The Contractor is responsible to ensure that the EJTA is reviewed with the worker and signed by the worker.
9. The Contractor POC notifies worker of appointment date, time, and location.