



*One Team. One Culture.*

## **Administrative Procedure**

# **PRC-PRO-SH-11166**

## **Control of Working Hours and Working Alone**

Revision 2, Change 0

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Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Sellers, Theresa

Functional Manager: Knutson, Garrett

## **Use Type: Administrative**



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- 100 K Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- 324 Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Canister Storage Building/Interim Storage Area :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Central Plateau Surveillance and Maintenance :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Plutonium Finishing Plant :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Solid Waste Operations Complex :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1
- Waste Encapsulation Storage Facility :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per PRC-PRO-NS-53097 Table 1

**JHA:** Administrative

**Periodic Review Due Date:**09/25/2023

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## Change Summary

### Description of Change

Verbiage change to clarify requirements

## Control of Working Hours and Working Alone

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### 1.0 INTRODUCTION

#### 1.1 Purpose

This Level 1 procedure identifies the requirements for controlling extended work hours (overtime) to minimize the potential of creating undue employee fatigue, and minimizing the hazards when assigning employees to work alone.

#### 1.2 Scope

This procedure provides methods to reduce the risk of fatigue to the workers due to working extended hours on CH2M HILL Plateau Remediation Company (CHPRC) work scope and provides direction for managers and employees who work in solitary locations.

This procedure does not address PRC-PRO-HR-042, *Fitness for Duty*, or PRC-PRO-HR-032, *Employee Work Schedules*.

#### 1.3 Applicability

These requirements are applicable to all CHPRC Team employees involved in CHPRC scope of work, including subcontractors.

#### 1.4 Implementation

This procedure is effective upon publication.

### 2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in the process steps.

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### 3.0 PROCESS

#### 3.1 Assigning Extended Work Hours

Actionee	Step	Action
<b>NOTE:</b>		<i>The periods of "24-hours," "48-hours," and "7-days" are considered rolling time periods. Rolling means the period is not re-zeroed, or the "clock reset" following a day off or after obtaining authorization to exceed the limits. The "24-hours," "48-hours," and "7-days" periods do not restart after a day off, the periods continue to roll.</i>
All Employees	1.	<p>NOTIFY Supervisor if an extended work hour assignment will create one of the following situations:</p> <ol style="list-style-type: none"> <li>More than 18 hours worked in any 24-hour period, excluding shift turnover time.</li> <li>More than 26 hours worked in any 48-hour period, excluding shift turnover time.</li> <li>More than 72 hours worked in any 7-day period, excluding shift turnover time.</li> <li>More than 14 days worked consecutively without at least 2 consecutive days of rest before the next workday, excluding shift turnover time.</li> </ol>
	<b>NOTE:</b>	<ul style="list-style-type: none"> <li><i>Travel time is not considered work time for the purpose of computing hours.</i></li> <li><i>Time periods are rolling.</i></li> </ul>
Director-level management, or above	2.	APPROVE any exception to the work hour limits imposed by steps <a href="#">3.1.1</a> through <a href="#">3.1.4</a> .
Chief Operating Officer (COO) or Chief Executive Officer (CEO)	3.	PRE-APPROVE Double-Double work schedule assignments.
	<b>NOTE:</b>	<i>Except during periods of extended shutdown, brief (less than 2 hours length) pre-and post-shift training sessions, and weather-related occurrences, extended working hours should not be indiscriminately assigned by whole work groups or shifts.</i>
Managers/ Supervisors	4.	CONSIDER extended work hours on an individual case-by-case basis.

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<p><b>NOTE:</b> Before granting approval for extended work hours, the manager should consider the following factors. This list is not all-inclusive and serves as a guide to the factors that should be considered when deciding whether to extend employee work hours.</p>		
Managers/ Supervisors	5. MONITOR employees working extended hours for the following:	<ul style="list-style-type: none"> <li>a. Signs and symptoms of mental fatigue (e.g., alertness, slowed reactions, failure to respond, flawed logic/judgment, incorrect actions, reduced motivation).</li> <li>b. Signs and symptoms of physical fatigue (e.g., tiredness, muscle discomfort, irritability, depression).               <ul style="list-style-type: none"> <li>• Could the employee create a risk to themselves or others as a result of fatigue?</li> <li>• Can the added workload be shared with other qualified employees within the same classification to reduce the burden on an individual employee?</li> <li>• Is it vital the work be performed on overtime? (That is, will there be an adverse effect on safety, health, or the environment if employees working for extended periods do not continue the task, or will it prevent a regulatory noncompliance?)</li> </ul> </li> </ul>
	<p><b>NOTE:</b> The Time Information System (TIS) may be a useful source to determine impacts to extended casual overtime.</p>	
Managers/ Supervisors of Property- carrying commercial Motor Vehicle Drivers	6. SCHEDULE extended work hours (overtime) in the following priority:	<ul style="list-style-type: none"> <li>• Working extra hours on a scheduled day off.</li> <li>• A 2- to 4-hour extension of work on a scheduled work day.</li> <li>• A 6-hour extension of work on a scheduled work day.</li> <li>• A 9-hour extension on a scheduled work day.</li> </ul>
	7. SCHEDULE extended work hours (overtime) for property-carrying commercial motor vehicle drivers:	<ul style="list-style-type: none"> <li>• 11-Hour Driving Limit: May drive a maximum of 11 hours after 10 consecutive hours off duty</li> <li>• 14- Hour Limit: May not drive after having been on duty for 14 hours, following 10 consecutive hours off duty. Off-duty time is not included in the 14-hour period.</li> <li>• 60/70-Hour Limit: May not drive after 60/70 hours on duty in 7/8 consecutive days. <b>A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.</b></li> </ul>

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### 3.2 Assigning Employees to Work Alone

Actionee	Step	Action
All Employees	1.	NOTIFY your manager/supervisor when you are planning to work outside your normal work schedule in a solitary location.
	2.	VERIFY with manager that the work activity does not require two or more people.
	3.	UNDERSTAND the appropriate emergency actions to take during the work alone assignments.
	4.	<u>IF</u> assistance is needed in evaluating the worker safety risks associated with working alone, <u>THEN CONSULT</u> with the appropriate Occupational Safety and Industrial Hygiene organization.

**NOTE:** *The following activities represent examples of typical two or more person assignments:*

- *Working within a permit-required confined space (see DOE-0360, Hanford Site Confined Space Procedure (HSCSP)).*
- *Applying a safety monitor system ("spotter") for fall protection (see DOE-0346, Hanford Site Fall Protection Program (HSFPP)).*
- *Performing hot work outside of a designated shop area (see PRC-PRO-FP-40421, Hot Work).*
- *Working in atmospheres requiring the use of self-contained breathing apparatus (SCBA) or supplied breathing air system (see DOE-0352, Hanford Site Respiratory Protection Program (HSRPP)).*
- *Class I glove bag, glove box, and water spray operations relating to asbestos removal.*

Managers/ Supervisors	5.	ANALYZE work scope, <u>AND EVALUATE</u> hazards to determine whether the scheduled activity requires the presence of two or more employees. (Refer to <a href="#">Appendix A</a> for examples.)
	6.	DEVELOP contingencies for potential emergency situations.
	7.	COMMUNICATE <u>AND ENSURE</u> understanding of appropriate emergency actions by employees engaged in work alone assignments.

**NOTE:** *Communications media are to include one or more of the following: radio, telephone, cellular phone, face-to-face (scheduled check-ins).*

8. ESTABLISH a means of communications with the lone worker.

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Actionee	Step	Action
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**NOTE:** *The specific frequency of communication should be determined and agreed to between the manager and the employee before the work begins.*

9. Periodically CONTACT employee to verify the well-being of the employee working alone, with pre-determined action initiated if the employee does not respond.

### 4.0 FORMS

None

### 5.0 RECORD IDENTIFICATION

None

### 6.0 SOURCES

#### 6.1 Requirements

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*  
 49 CFR Part 395.3, *Maximum driving time for property-carrying vehicles*  
 NEI 06-11 Nuclear Energy Institute *Managing Personnel Fatigue at Nuclear Power Reactor Sites*, October 2008, page 25  
 PRC-PRO-IRM-8310, *Document Control Processes*  
 United States Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation, Information Notice No. 91-36, *Nuclear Plant Staff Working Hours*

#### 6.2 References

DOE-0346, *Hanford Site Fall Protection Program (HSFPP)*  
 DOE-0352, *Hanford Site Respiratory Protection Program (HSRPP)*  
 DOE-0360, *Hanford Site Confined Space Procedure (HSCSP)*  
 PRC-PRO-FP-40421, *Hot Work*  
 PRC-PRO-HR-032, *Employee Work Schedules*  
 PRC-PRO-HR-042, *Fitness for Duty*

#### 6.3 Bases

CH0908-09, *Recording of Uncompensated Hours – Starting August 24, August 24, 2009*  
 PRC-PRO-HR-036, *Exempt Overtime and Shift Differential*  
 PRC-STD-FP-40404, *Fire Protection Program*

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### Appendix A - Tasks Which Do Not Typically Support "Work Alone" Assignment

Provide a list of all jobs that may warrant the assignment of more than one employee to ensure worker safety, see below.

Examples of jobs for which analysis and experience recommend the assignment of a minimum of two employees:

- Working on equipment where the nature of servicing or maintenance requires the equipment remains energized.
- Working with toxic, hazardous, or high-pressure materials.
- Working within 6 feet of a recognized fall hazard which is not protected by a fall protection system.
- Removing and transporting potentially shock-sensitive chemicals (e.g., potentially unstable/subject to rapid decomposition if agitated).
- Working with heavy machinery or equipment operations at isolated locations (hoisting or lowering heavy loads on cable tool drilling rigs).
- Working in extreme temperature or environmental conditions.
- Working with hazards that could present a significant shock or arc blast.
- Entering a deactivated facility.