

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
EMPLOYEE JOB TASK ANALYSIS	Document	TFC-ESHQ-S_IH-C-17, REV B-1
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	Issue Date	June 6, 2008
	Effective Date	June 6, 2008

[Ownership matrix](#)

1.0 PURPOSE AND SCOPE

(7.1.1, 7.1.2, 7.1.3, 7.1.4)

This procedure defines the process for determining and obtaining employee medical qualifications and monitoring based on the job requirements, hazards, exposures, and overall risk associated with their assigned work scope. This program also introduces and directs the use of an automated employee job task analysis (EJTA) which is the tool used to collect the data provided to the medical contractor.

The EJTA also:

- Satisfies specific Americans With Disabilities Act (ADA), Short-Term Disability, and fitness for duty data needs.
- Identifies the need for additional employee exposure assessment and monitoring data.
- Aids in determining the necessary health and safety training.

The EJTA represents a compilation of actual and potential work-related hazards and exposures but is not an exposure record. Exposure records are described in [TFC-ESHQ-IH-STD-03](#). Hazards and controls for specific work activities are identified through work site hazard analysis, job safety analysis, or comparable processes (see [TFC-ESHQ-S SAF-C-02](#)).

Implementation of this program facilitates compliance with ~~10 CFR~~ DOE 851, Appendix A, Section 8, which requires employee job task and hazard analysis information be provided to the medical contractor. In addition, this program facilitates compliance with various Occupational Safety and Health Act (OSHA) standards found in 29 CFR 1910.151 (7.1.1) and 29 CFR 1926.50 (7.1.2), and other regulations that either require medical qualification in accordance with DOE O 5480.20 (7.1.3) examinations or medical monitoring when specific activities are being performed or when specified hazards and exposures are encountered.

The EJTA is based on current actual and potential exposures. Past exposures are not addressed in this procedure. Workers should document past exposures on the DOE Historic Health Exposure Questionnaire and submit the form to the medical contractor.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 REPONSIBILITIES

3.1 Program SME

1. Maintain the Employee Job Task Analysis procedure.
2. Periodically distribute EJTA Early Warning and Delinquent Report to supervisors.

3.2 Buyer's Technical Representative

1. Ensure sub-contractors provide to the company a medical monitoring program that is as a minimum equivalent to CH2M HILL's medical monitoring program for review and approval.
2. Ensure sub-contractors who do not provide an equivalent medical monitoring program have an EJTA for their personnel and utilize the medical contractor.

3.3 Medical Provider

1. Schedules employees for medical qualification examinations and medical monitoring based on the data provided through the EJTA.
2. Removes employees from medical program placement when warranted based on EJTA information and other relevant medical information.
3. Reports results of medical examinations and monitoring to employees and management and maintains medical records in accordance with the applicable OSHA and DOE and other federal regulations as applicable requirements.

4.0 PROCEDURE

4.1 Completing the EJTA

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|--------------------|---|
| Manager/Supervisor | <ol style="list-style-type: none">1. Complete an initial EJTA for each employee who is newly hired, transferred, or re-hired in accordance with the EJTA instructions included in the automated system.

NOTE: Access to the automated EJTA is obtained by contacting the Safety and Health organization.2. Revise the initial EJTA when an employee's essential job functions, reporting organization, physical job requirements, or the needed medical qualifications are altered as a result of job transfer or fundamental change in job requirements or hazards encountered.3. Ensure the employees' EJTA's are updated periodically (i.e., at least every year for <u>all employees who are currently employed at CH2M HILL enrolled in one or more medical surveillance programs, and at least every three years for employees not enrolled in any medical surveillance programs</u>). <p>NOTE: The EJTA system will identify any EJTA that is over one year old as "aging." This is intended as a reminder and not an indication that an update is required, as it does not consider whether the employee is enrolled in medical surveillance programs.</p> |
| Employee | <ol style="list-style-type: none">4. Review the EJTA and provide input.

NOTE: The employee review is not required for changes to administration information only. |

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| Manager/Supervisor | 5. | Incorporate appropriate employee input into the EJTA. |
| Industrial Hygienist/
Occupational Health
Professional | 6. | Review and concur with the preparation of the EJTA.

NOTE: The industrial hygiene review is not required for changes to administration information only. |
| Manager/Supervisor | 7. | Submit the EJTA to medical. |
| | 8. | Notify the medical contractor of an employee separation from the company by selecting "Separation" on the Status portion of the EJTA and submitting it. |

4.2 After Completing the EJTA

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| Manager/Supervisor | 1. | Ensure that employees report for medical qualification and monitoring examinations as scheduled by the medical contractor. |
| | 2. | <u>Update the employee's Integrated Training Electronic Matrix (ITEM) training profile to add additional training courses or remove training courses (e.g., HAZWOPER training, Respiratory Protection training, etc.); as applicable.</u> |
| | 3. | Ensure that employees receive the appropriate health and safety training as indicated by evaluation of the employee profile. |
| | 4. | Consult Human Resources to determine the necessary accommodations or actions if the medical contractor determines an employee is not capable of performing the specified essential job functions and physical job requirements. |
| | 5. | Ensure termination of the EJTA for an employee when that person no longer works for CH2M HILL. |
| Industrial Hygienist/
Occupational Health
Professional | 6. | Assist management and interface with the medical contractor in interpreting EJTA information to determine employee placement in medical qualification examinations and medical monitoring programs, and the need for additional workplace hazard controls. |
| | 7. | Use the Potential Exposure Hazard (PEH) portion of the EJTA to determine the need for and aid in prioritizing future exposure assessments and personal exposure monitoring.

NOTE: Exposures rated 2 or higher on the PEH portion of the EJTA should have quantitative data collected to verify exposure levels. |
| | 8. | Assist line management in interpreting the medical monitoring results provided by the medical contractor and in determining the need for additional workplace hazard controls. |

9. Assist line management as requested in completing employee training matrix based on the OSHA training requirements and the results of the EJTA.

Human Resources 10. Use the EJTA as a resource for conducting ADA accommodation, Short-Term Disability, and Fitness For Duty reviews.

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

No records are generated in the performance of this procedure.

7.0 SOURCES

7.1 Requirements

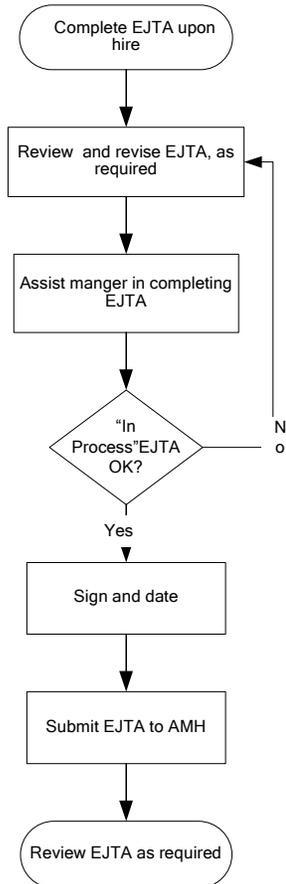
1. 10 CFR 851, "Worker Safety and Health Program."
2. 29 CFR 1910.151, "Medical Services and First Aid." (S/RID)
3. 29 CFR 1926.50, "Medical Services and First Aid." (S/RID)
4. [RPP-MP-003, "Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor."](#)

7.2 References

1. [TFC-BSM-CP CPR-C-05](#), "Procurement of Services."
2. [TFC-BSM-IRM DC-C-02](#), "Records Management."
3. [TFC-BSM-TQ MGT-C-02, "Integrated Training Electronic Matrix \(ITEM\) Administration."](#)
- ~~3.4.~~ [TFC-ESHQ-IH-STD-03](#), "Exposure Monitoring, Reporting, and Records Management."
- ~~4.5.~~ [TFC-ESHQ-S SAF-C-02](#), "Job Hazard Analysis."

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Figure 1. EJTA Process.



Key:
EJTA: Employee Job Task Analysis