

TABLE OF CONTENTS

1.0 PURPOSE AND SCOPE2
2.0 IMPLEMENTATION3
3.0 RESPONSIBILITIES.....3
 3.1 EJTA Program SME3
 3.2 Procurement Specialist4
 3.3 SOMC4
 3.4 Manager/Supervisor or designee.....4
 3.5 Human Resources4
 3.6 Safety & Health (S&H) Representative5
 3.7 Employee5
 3.8 IH Records Management5
4.0 PROCEDURE5
 4.1 Obtaining EJTA access5
 4.2 Obtaining the EJTA software.....6
 4.3 Initial EJTA Process (New Employee)6
 4.4 Prior to New Employee Reporting.....6
 4.5 After New Employee Reports.....7
 4.6 Annual EJTA Review/Revised EJTA Process.....7
 4.7 Terminating/Suspending an EJTA.....9
 4.8 Refusal Process9
5.0 DEFINITIONS10
6.0 RECORDS10
7.0 SOURCES.....10
 7.1 Requirements10
 7.2 References.....11

TABLE OF ATTACHMENTS

ATTACHMENT A - EJTA EDUCATIONAL BRIEFING.....12

1.0 PURPOSE AND SCOPE

(7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5)

This procedure outlines the process and responsibilities for utilizing the Hanford Site automated Employee Job Task Analysis (EJTA) database. Worker activities and associated anticipated hazards (physical, chemical, biological) are used to develop the EJTA and the information is entered into the EJTA database. The Site Occupational Medical Contractor (SOMC) uses the EJTA to determine which medical monitoring processes are required, the frequency of medical examinations, and if workers are medically qualified for tasks outlined on the EJTA.

Employees' EJTA's are updated annually and revised when the employees' essential job functions, physical job requirements, or the needed medical qualifications are altered because of a job transfer, change in job requirements, or hazards occur.

The EJTA process applies to all employees, including subcontractors, exposed to any hazard for any length of time while performing work at the Hanford Site. No employee shall be exposed to work-related Hanford Site hazards/exposures without a current signed EJTA.

The EJTA is intended to:

- Document and communicate the following to the SOMC:
 - The anticipated and potential exposures for planned work
 - The essential job functions and physical job demands
 - The employee medical program qualification requirements.
- Trigger the employee medical program enrollment and associated exams
- Provide necessary documentation for use by the SOMC during the employees' medical evaluations, including:
 - New hire evaluations
 - Return to work evaluations
 - Work suitability evaluations
 - Work capacity evaluations
 - Work restrictions determinations
 - Ergonomic evaluations.
- Satisfy specific Americans with Disabilities Act (ADA), Short-Term Disability, and Fitness for Duty data needs
- Identify the need for additional employee exposure assessment and monitoring data
- Aid in determining the necessary health and safety training.

The EJTA does not:

- Document the employee's historical exposures
- Document exposures to the employee from unanticipated, abnormal, or emergency conditions

- Document the employee’s training requirements
- Trigger the employee’s training classes.

The EJTA represents a compilation of actual and potential work-related hazards and exposures for a work site, but **is not** an exposure record. TFC-ESHQ-IH-STD-03, “Exposure Monitoring, Reporting, and Records Management” describes employee work-related exposure records. Workers should document past or historical exposures on the DOE Historic Health Exposure Questionnaire. Workers can complete or update the DOE Historical Health Exposure Questionnaire by going to http://www.hanford.gov/health/files.cfm/HPMC_CurWorkerPastExpos.pdf, and submitting it to the SOMC. The questionnaire can be completed as part of the EJTA process, or at any other time. An EJTA Educational Briefing guide is provided as Attachment A.

Hazards and controls for specific work activities are determined in accordance with TFC-ESHQ-S_SAF-C-02, “Job Hazard Analysis,” or comparable processes such as work site hazard analysis, job safety analysis, etc.

Implementation of this program facilitates compliance with 10 CFR 851, Appendix A, Section 8, which requires information on employee job tasks and hazard analysis be provided to the SOMC. In addition, this procedure facilitates compliance with various Occupational Safety and Health Act (OSHA) standards found in 29 CFR 1910 and 29 CFR 1926, and other regulations that either require medical qualification examinations in accordance with DOE O 426.2, or medical monitoring when specific activities are being performed, or when specified hazards and exposures are encountered.

2.0 IMPLEMENTATION

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

3.0 RESPONSIBILITIES

3.1 EJTA Program SME

- Maintains the Employee Job Task Analysis procedure
- Interfaces with the SOMC
- Provides support to locations/business units that do not have assigned Safety and Health (S&H) professionals
- Periodically distributes the “EJTA Early Warning and Delinquent Report” to supervisors
- Ensures signed EJTA’s are maintained in a WRPS folder in IDMS
- Identifies legacy WRPS EJTA’s that indicate “active” for employees that are no longer employees of WRPS.

3.2 Procurement Specialist

- BTR notifies the manager of the need to create an EJTA's for subcontractors

3.3 SOMC

- Schedules employees for medical qualification examinations and medical monitoring based on the data provided through the EJTA.
 - Medical examinations for WRPS direct employees are scheduled automatically by the SOMC.
 - Medical examinations for Subcontract employees are scheduled by the SOMC at the request of WRPS.
- Removes employees from medical program placement when EJTA so indicates.
- Reports results of medical examinations and monitoring to employees and management.
- Maintains medical records in accordance with the applicable OSHA, DOE and other regulations as applicable.
- The SOMC will not conduct EJTA triggered medical exams without a current EJTA.

3.4 Manager/Supervisor or designee

- Ensures that employee information is entered into PeopleCore.
- Starts new hire EJTA and annual review process.
- Schedules medical examinations for subcontractor employees with the SOMC (initial and annual) by completing and submitting the "Sub-Contractor New Hire Scheduling Form" located on the SOMC website at the following link:
<http://www.hanford.gov/health/page.cfm/scheduling>.
- Makes appropriate changes to EJTA's if receiving an Employee Record Change (ERC), inter-company transfer occurs, change of work assignment, or change in hazards.
- Obtains the employees review/signature and submits signed EJTA to designated S&H professional, either electronically (PDF), interoffice mail, or by hand delivery.

NOTE: Transmission of an electronic copy allows manager to retain local field file.

- Terminates an employee's EJTA when notified by the employee or HR that they are going on Long Term Disability (LTD), Short Term Disability (STD), Leave of Absence (LOA), Family Medical Leave (FML), or changing employers.

3.5 Human Resources

- Enters employee in PeopleCore according to HR processes.

- Provides electronic notification to update the EJTA to the employees' manager as part of an Employee Record Change (ERC).
- Use the EJTA as a resource for conducting ADA accommodation, Short-Term Disability, and Fitness for Duty reviews.
- Provides manager with status of employees returning from LTD, STD, or LOA.
- Provides Exit Clearance form to managers as a reminder for employee separation.
- For LAMPF employees, contacts SOMC according to HR processes.

3.6 Safety & Health (S&H) Representative

- When requested, assists manager/supervisor during initial, or annual review of EJTA in explaining the EJTA process and exposure estimates to the employee.
- Assists line management in interpreting the medical monitoring results provided by the SOMC, and in determining the need for additional workplace hazard controls.

3.7 Employee

- Provides input and reviews EJTA with their manager/supervisor.
- Requests S&H Professional participation in EJTA reviews, as necessary.
- Obtains clarification from manager/supervisor and/or S&H professional for any questions on the EJTA.

3.8 IH Records Management

- Receives hard copies of EJTAs.
- Reviews EJTAs for completeness.
- Sends EJTAs to Records for retention in IDMS.

4.0 PROCEDURE

4.1 Obtaining EJTA access

NOTE: You will receive a communication from the SOMC indicating access granted.

Manager/Designee/
S&H Representative

1. Send an email request to ^EJTA TOC.
2. Provide:
 - Name,
 - HID,
 - Purpose and level of access (read or read/write)

4.2 Obtaining the EJTA software

- | | |
|---|--|
| Manager/Designee/
S&H Representative | <ol style="list-style-type: none"> 1. From Software Distribution, Hanford Site Applications, SELECT Employee Job Task Analysis (EJTA) current revision. 2. Install the program. 3. Reboot the computer. |
|---|--|

4.3 Initial EJTA Process (New Employee)

The initial EJTA process ensures a baseline medical examination is scheduled for new employees as close as possible to their reporting date. The employee must be in PeopleCore for successful completion of this process. If the employee is not in the system, the EJTA may be rejected by the SOMC.

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| Manager/Supervisor | <ol style="list-style-type: none"> 1. When the new employee arrives on site, review the EJTA with the employee. |
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4.4 Prior to New Employee Reporting

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| Manager | <ol style="list-style-type: none"> 1. Create initial EJTA using the automated system (may copy a similar employee as a template or develop a new EJTA). 2. Ensure the following statement is in the comments section of the EJTA: “The EJTA does not document historical exposures or represent potential exposures in case of an accident, incident, or abnormal event. It is not an exhaustive list of all chemical or physical exposures that may have been encountered.” 3. Electronically sign EJTA in the software and select “employee not available to sign” in the software. 4. Inform S&H Representative that new employee EJTA is ready for review and submittal to SOMC. |
| S&H Representative | <ol style="list-style-type: none"> 5. Review EJTA, incorporate any necessary changes, and submit to SOMC. |

NOTE 1: Medical examinations for WRPS direct employees are scheduled automatically by the SOMC.

NOTE 2: Subcontract employee medical examinations must be scheduled with SOMC by WRPS.

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| Manager/Supervisor | <ol style="list-style-type: none"> 6. Follow the appropriate SOMC process for either Prime-Contractor (Direct) or Sub-Contractor for scheduling physicals related to the medical programs identified through the EJTA. These scheduling processes are located at the following:
http://www.hanford.gov/health/page.cfm/scheduling. |
|--------------------|---|

4.5 After New Employee Reports

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| Manager/Supervisor | 1. Upon employee arrival to the group, print hard copy of “In Progress” EJTA and SOMC EJTA Explanation Coversheet found on the SOMC website at the following:
http://www.hanford.gov/health/files.cfm/EJTA_Explanation_Coversheet.pdf |
| | 2. Meet with the employee and discuss the essential job functions, physical job demands, medical qualifications, potential exposure hazards, and requirements outlined in the EJTA, and obtain employee input. |
| | 3. Incorporate any changes required. |
| Manager/Employee | 4. Review changes. |
| Employee | 5. If no changes are required, sign and date the hard copy. |
| Manager | 6. If no changes are required, sign and date the hard copy. |
| | 7. Due to the nature of the software, sign electronically for yourself and for the employee in the EJTA software. |
| | 8. Provide either a signed hard copy or PDF of the EJTA to the S&H Representative for review. |
| S&H Representative | 9. Review EJTA. |
| | 10. If many changes are required that affect medical program enrollment, provide necessary changes to the manager so that an updated EJTA can be prepared, re-reviewed, and re-signed with the employee. |
| | NOTE: Per Telecom changes are allowed when the employee is contacted, and when they are few in number. |
| | 11. If no changes are required and the EJTA is complete, sign in the automated system and submit it to the SOMC. |
| | 12. After the automated system indicates the EJTA was submitted to SOMC successfully, sign, date, and enter ‘Send to Medical’ date on the hard copy if required. Also, add effective date if missing. |
| | 13. Send hard copy of completed EJTA to IH Records Management. |

4.6 Annual EJTA Review/Revised EJTA Process

Employee EJTAs are updated annually, and revised when the employees’ essential job functions, physical job requirements, or the needed medical qualifications are altered because of an Employee Record Change (ERC), job transfer, change in job requirements, or change in work hazards occur.

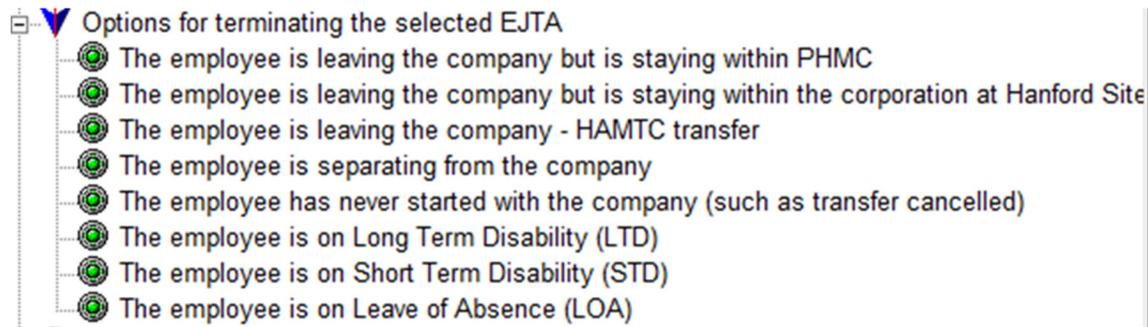
The SOMC will not schedule or perform EJTA triggered medical surveillance examinations without a current EJTA in the system. They will however, cancel EJTA triggered medical appointments if the EJTA is not updated before its expiration date, or, if it expires before the scheduled medical appointment.

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|-----------------------------------|---|
| Manager/Supervisor
or designee | 1. Review and update the employee EJTA prior to the annual review due date, or when a revision is required due to an ERC notification, job transfer, change in job requirements, change in workplace hazards, etc. |
| Manager | 2. Ensure the following statement is in the comments section of the EJTA during the annual update: “The EJTA does not document historical exposures or represent potential exposures in case of an accident, incident, or abnormal event. It is not an exhaustive list of all chemical or physical exposures that may have been encountered.” |
| | 3. Meet with the employee to review the essential job functions, physical job demands, medical qualifications, potential exposure hazards, and requirements outlined in the EJTA, and obtain employee input. |
| | 4. Incorporate any changes required. |
| Employee | 5. If no changes are required, sign and date the hard copy. |
| Manager | 6. If no changes are required, sign and date the hard copy. |
| | 7. Due to the nature of the software, sign electronically for yourself and for the employee in the EJTA software. |
| | 8. Provide either a signed hard copy or PDF of the EJTA to the S&H Representative for review. |
| S&H Representative | 9. Review EJTA. |
| | NOTE: Per Telecom, changes are allowed when the employee is contacted, and they are few in number. |
| | 10. If many changes are required that affect medical program enrollment, provide necessary changes to the manager so that an updated EJTA can be prepared, re-reviewed, and re-signed with the employee. |
| | 11. If no changes are required, and the EJTA is complete, sign in the automated system and submit it to the SOMC. |
| | 12. After the automated system indicates the EJTA was submitted to SOMC successfully, sign, date, and enter ‘Send to Medical’ date on the hard copy if required. Also, add effective date if missing. |
| | 13. Send hard copy of completed EJTA to IH Document Control |
| Manager/Supervisor | 14. Request a scheduling of annual medical monitoring for subcontract employees through the SOMC by completing and submitting the “Sub- |

Contractor New Hire Scheduling Form” located on the SOMC website at the following: <http://www.hanford.gov/health/page.cfm/scheduling>.

4.7 Terminating/Suspending an EJTA

Maintaining the EJTA system when employees leave the company, or are gone for an extended period of time, is the responsibility of the employee’s Manager/Supervisor. Failure to terminate/suspend an employee’s EJTA in the system may result in a missed scheduled medical appointment and subsequent charge to the manager’s organization. The following drop-down options are available in the EJTA system:



Manager/Supervisor
or designee

1. Terminate the EJTA in the automated system for an employee when:
 - Leaving the company due to HAMTC transfer
 - Separating from the company
 - Placed on LTD
 - Extended STD
 - During a LOA.

NOTE 1: The employee signature and S&H Representative signature is not required for EJTA terminations.

NOTE 2: EJTA SME may terminate an EJTA using the automated system when manager or HR has not already done so.

2. Submit the EJTA without S&H review to the SOMC.

4.8 Refusal Process

In instances where an employee disagrees with the EJTA content and refuses to sign, the EJTA becomes invalid. Proper notifications shall be made to the Health Advocate, Safety and Health Representative, Hanford Atomic Metal Trades Council (HAMTC) Safety Representative (or equivalent union representative), and the employee’s management.

WRPS

1. Initiate the following resolution process with no reprisal or penalty to the employee:
 - Facilitate a meeting with the Company Health Advocate, HAMTC Safety Representative (or equivalent union representative for bargaining unit employees’), S&H Representative, and the employee in an attempt to come to an agreement.

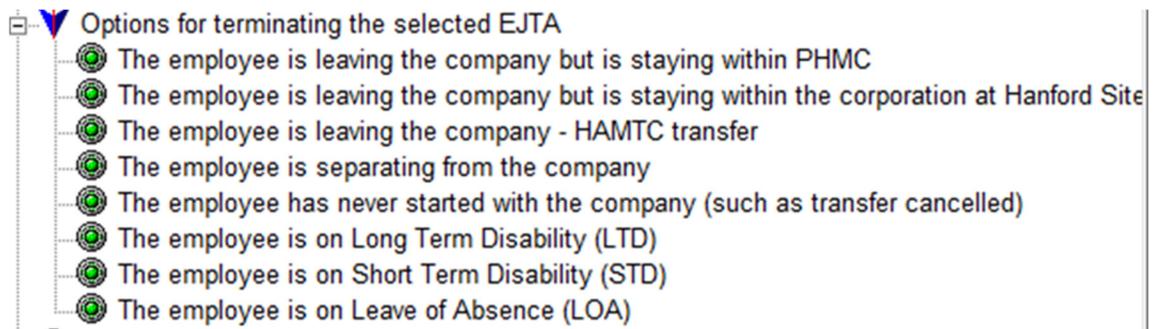
- The EJTA will not be submitted to the SOMC until the worker, the supervisor, and the S&H Representative agree and sign the EJTA.

5.0 DEFINITIONS

Administrative changes. Changes to the employee's Admin & Job Information tab, such as Manager, as listed by HR; Area worked; and Project or Tracking Code.

S&H Representative. As described in this procedure, S&H Representative is Safety or Industrial Hygiene professional authorized by the EJTA SME to assist with reviewing EJTAs.

Terminate. As described in this procedure, 'Terminate' is the function performed within the EJTA software controlled by the SOMC to prevent scheduling of medical appointments when an employee leaves the company, never started with the company, relocates because of a HAMTC transfer, or is on LTD, STD or LOA. The following drop-down options are available in the EJTA system:



6.0 RECORDS (7.1.5)

The following are records generated in the performance of this procedure:

- Employee Job task Analysis (EJTA).

The record custodian identified in the Company level records inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02, "Records Management."

7.0 SOURCES

7.1 Requirements

1. 10 CFR 850, "Chronic Beryllium Disease Prevention Program."
2. 10 CFR 851, "Worker Safety and Health Program."
3. 29 CFR 1910, "General Industry."
4. 29 CFR 1926, "Construction."

5. TFC-BSM-IRM_DC-C-01, "Document Control."

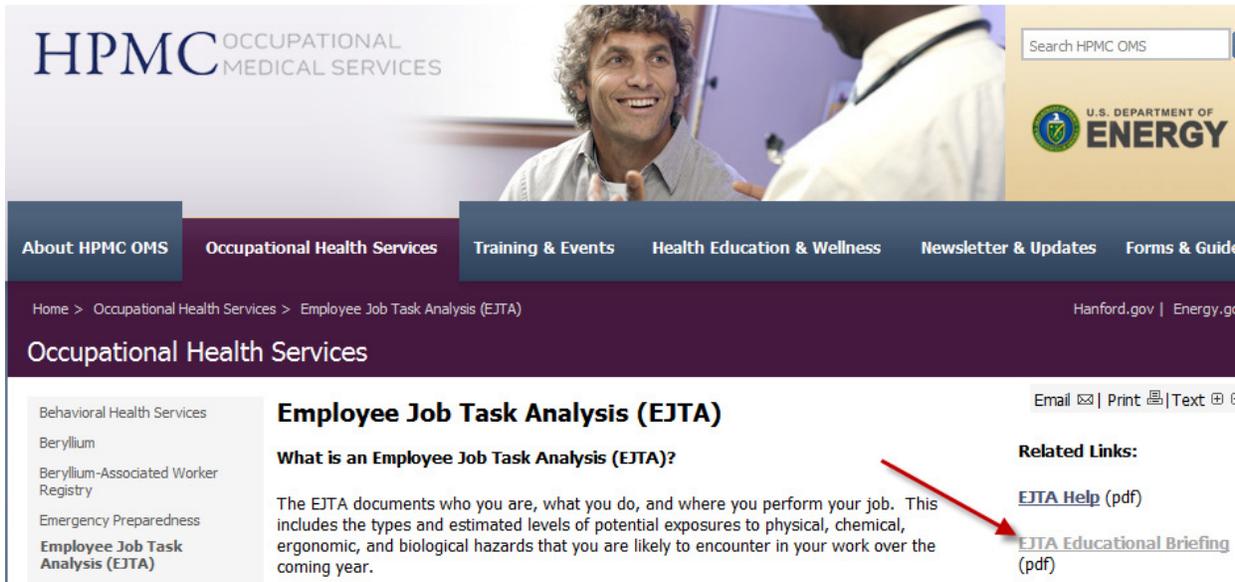
7.2 References

1. DOE correspondence 14-SHD-0035 (1401833), dated May 21 2014
2. DOE correspondence 14-SHD-0016, dated May 07 2014
3. DOE correspondence 13-SHD-0083 (130238), dated July 22 2013
4. DOE correspondence 11-ESQ-305, dated Dec 05 2011.
5. RPP-MP-003, "Integrated Environment, Safety, and Health Management System Description for the Tank Operations Contractor."
6. TFC-BSM-HR-AT-C-01, "Return to Work."
7. TFC-BSM-CP_CPR-C-05, "Procurement of Services."
8. TFC-BSM-IRM_DC-C-02, "Records Management."
9. TFC-BSM-HR_EM-C-02, "Employment Staffing."
10. TFC-ESHQ-IH-STD-03, "Exposure Monitoring, Reporting, and Records Management."
11. TFC-ESHQ-S_SAF-C-02, "Job Hazard Analysis."
12. TFC-ESHQ-S_IH-STD-03, "Ergonomics."
13. TFC-ESHQ-RP_ADM-C-15, "Entry & Exit Controls."
14. TFC-OPS-MAINT-C-01, "Tank Operations Contractor Work Control."
15. TFC-PLN-02, "Quality Assurance Program Description."
16. WRPS HR Exit Clearance Form.

ATTACHMENT A - EJTA EDUCATIONAL BRIEFING

The EJTA Educational Briefing can be found at:
http://www.hanford.gov/health/files.cfm/EJTA_Education.pdf

Or, by clicking on the link at the SOMC web page shown in the SnagIt clip below:



The briefing is also linked through the WRPS Safety and Health Programs Web Page, EJTA Reports button, at 1st bullet entitled “EJTA Users Briefing” shown in the SnagIt clip below:

