

Ownership matrix	<b>RPP-27195</b>
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## **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. The SOMC will not conduct EJTA-triggered medical exams without a current EJTA.

Employee EJTAs are updated annually and are revised as soon as possible when the employee's 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 approved 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 (STD), and Fitness for Duty data needs
- Identify the need for additional employee exposure assessment and monitoring data
- Assist 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 describes employee work-related exposure records. Workers should document past or historical exposures on the U.S. Department of Energy (DOE) Historic Health Exposure Questionnaire. Workers can complete or update the DOE Historical Health Exposure Questionnaire by going to [http://health.rl.gov/files.cfm/SOMC19-SPPT-534C2-Historical\\_Health\\_Questionnaire.pdf](http://health.rl.gov/files.cfm/SOMC19-SPPT-534C2-Historical_Health_Questionnaire.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, 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 analyses be provided to the SOMC. In addition, this procedure facilitates compliance with various Occupational Safety and Health Administration (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 Subject Matter Expert**

- Maintains the EJTA 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 approved EJTA's are maintained in a Washington River Protection Solutions, LLC (WRPS) folder in the Integrated Document Management System (IDMS).
- Identifies legacy WRPS EJTA's that indicate "active" for employees that are no longer employees of WRPS.

### **3.2 Buyer's Technical Representative**

Notifies the subcontractor's manager or designee of the need to create EJTA's for subcontractor employees.

### **3.3 Site Occupational Medical Contractor**

- Schedules employees for medical qualification examinations and medical monitoring based on the data provided through the EJTA.
  - Automatically schedules medical examinations for WRPS direct employees.
  - Schedules medical examinations for subcontract employees at the request of WRPS and the subcontractor.
- 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.
- Conducts EJTA-triggered medical exams (only when the employee has a current EJTA).

### **3.4 Manager/Supervisor/Subcontractor or Designee**

- Ensures that employee information is entered into Hanford 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 <http://health.rl.gov/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 employee's review/approval and notifies designated S&H Professional that approved EJTA is ready for their review.

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

- Terminates an employee's EJTA when notified by the employee or Human Resources (HR) that they are changing employers or are going to be absent from work for more

than a month (i.e., long-term disability [LTD], STD, leave of absence [LOA], or Family Medical Leave [FML]).

### **3.5 Human Resources**

- Enters employee in Hanford PeopleCore according to HR processes.
- Provides electronic notification to update the EJTA to the employees' manager as part of an ERC.
- Uses the EJTA as a resource for conducting ADA accommodation, STD, 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 bargaining unit employees, contacts the SOMC according to HR processes.

### **3.6 Safety & Health Professional**

- Assists the manager/supervisor during initial or annual review of the EJTA in explaining the EJTA process and exposure estimates to the employee, as necessary.
- 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 the EJTA with his/her 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 Industrial Hygiene Records Management**

- Receives electronic or hard copies of approved EJTA's.
- Reviews EJTA's for completeness.
- Sends EJTA's 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 Professional

1. Send an email request to ^EJTA TOC.
2. Provide name, HID, and purpose and level of access (i.e., read or read/write).

### 4.2 Obtaining the EJTA Software

Manager/Designee/  
S&H Professional

1. From Software Distribution, Hanford Site Applications, select Employee Job Task Analysis (EJTA) current revision.
2. Install the program.
3. Reboot the computer.
4. Review the educational briefing found at:
  - <http://health.rl.gov/page.cfm/EJTA>.
  - <http://toc.wrps.rl.gov/rapidweb/IH/index.cfm?pageNum=16>.

### 4.3 Initial EJTA Process (New Employee or Returning Employee)

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

#### 4.3.1 Prior to New Employee Reporting

NOTE: If the employee is returning after their EJTA was terminated, then it is not possible to create a new EJTA, and their terminated EJTA must be reactivated.

Manager

1. Create the initial EJTA using the automated system (may copy a similar employee's as a template or produce a new EJTA from scratch).
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 the EJTA in the software, and select “employee not available to sign” in the software.

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|                  | 4. Enter the effective date the employee reports.  |
|                  | 5. Inform an S&H Professional that the employee’s EJTA is ready for review and submittal to the SOMC.  |
| S&H Professional | 6. Review the EJTA. <ul style="list-style-type: none"> <li>a. Incorporate any necessary changes.</li> <li>b. Submit it to the SOMC.</li> </ul> |

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

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

NOTE 3: Scheduling processes are located at the following:  
<http://health.rl.gov/page.cfm/scheduling>.

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| Manager/Supervisor | 7. Follow either “Prime-Contractor New Hire Scheduling Process” (direct) or “Sub-Contractor New Hire Scheduling Process” for scheduling physicals related to the medical programs identified through the EJTA. |
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#### 4.3.2 After New Employee Reports

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| Manager/Supervisor | 1. Upon employee arrival to the group, print a hard copy of the “In Progress” EJTA and SOMC EJTA Explanation Coversheet found on the SOMC website at <a href="http://health.rl.gov/page.cfm/EJTA">http://health.rl.gov/page.cfm/EJTA</a> . |
|                    | 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.   |

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| Manager/Employee | 4. Review the changes. |
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NOTE: Approval can be done by signing a hard copy, electronically signing a pdf copy, or approval via telecom.

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| Employee | 5. If no changes are required, approve the EJTA. |
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| Manager | 6. If no changes are required, approve the EJTA. |
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|  | 7. Due to the nature of the software, sign electronically for yourself and for the employee in the EJTA software. |
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8. Provide either a signed hard copy or PDF of the EJTA to the S&H Professional for review.

S&H Professional

9. Review the EJTA.

NOTE: Per-telecom changes are allowed when the employee is contacted, and when they are few in number.

10. If 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-approved by 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 the SOMC successfully, sign, date, and enter "Send to Medical" date on the hard copy or in the pdf, and add effective date if missing.
13. Send the hard copy or pdf of the completed EJTA to Industrial Hygiene (IH) Records Management.

#### 4.4 Annual EJTA Review/Revised EJTA Process

Employee EJTA's are updated annually, and revised as soon as possible when the employees' essential job functions, physical job requirements, or the needed medical qualifications are altered because of an 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 also cancel EJTA-triggered medical appointments if the EJTA is not updated before its expiration date, or if it expires before the scheduled medical appointment.

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. Review with the employee 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 required changes.

NOTE 1: Approval can be done by signing a hard copy, electronically signing a pdf copy, or approval via telecom.

NOTE 2: In the rare case where the employee is not available to approve, and they are not out on a leave of absence or disability, and there are no upcoming medical exams scheduled for the employee, then the EJTA may be submitted without the employee’s approval by selecting “employee not available to sign” in the software. If this is done then an EJTA that is approved by the employee must be submitted as soon as possible after they return and before they can perform any work that exposes them to work-related hazards.

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| Employee         | 5. If no changes are required, approve the EJTA.  |
| Manager          | 6. If no changes are required, approve the EJTA.  |
|                  | 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 Professional for review.                       |
| S&H Professional | 9. Review the EJTA.   |

NOTE: Per telecom, changes are allowed when the employee is contacted, and they are few in number.

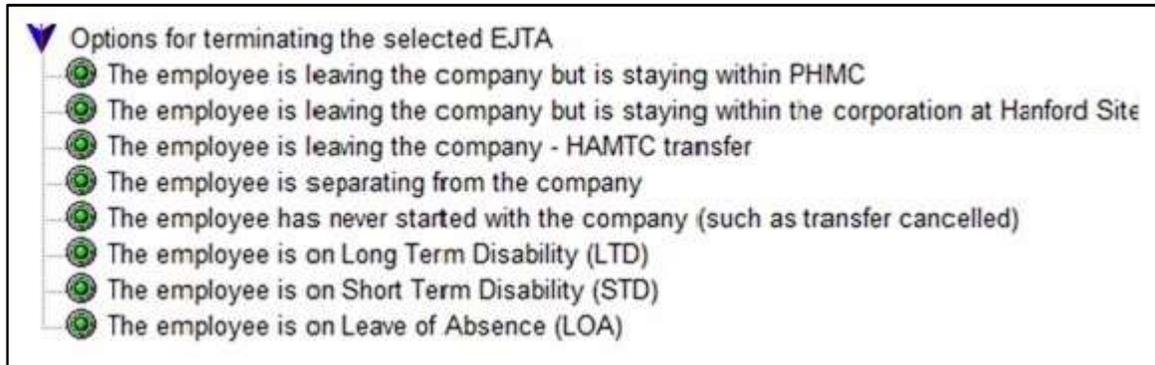
- |                    |  |
|--------------------|--|
|                    | 10. If changes are required that affect medical program enrollment, provide necessary changes to the manager so that an updated EJTA can be prepared, re-reviewed, and re-approved with the employee.  |
|                    | 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 the SOMC successfully, sign, date, and enter “Send to Medical” date on the hard copy or in the pdf, and add effective date if missing.  |
|                    | 13. Send the hard copy or pdf of the 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 <a href="http://health.rl.gov/page.cfm/scheduling">http://health.rl.gov/page.cfm/scheduling</a> . |

#### 4.5 Terminating/Suspending an EJTA

If you cannot reach this page in your effort to terminate the EJTA in the software, delete the in-progress EJTA and continue.

Maintaining the EJTA system when employees leave the company, or are gone for an extended period, 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 EJTA drop-down options are depicted in Figure 1.

**Figure 1. Options for Terminating the Selected EJTA.**



Manager/Supervisor  
or Designee

1. Terminate the EJTA in the automated system for an employee when:
  - Leaving the company due to Hanford Atomic Metal Trades Council (HAMTC) transfer
  - Separating from the company
  - Placed on LTD
  - Other absence from work that is expected to be longer than a month, which may include STD, LOA, and FML.
2. Enter the effective date of the employee's last day of work.

NOTE 1: The employee approval and S&H Professional approval are 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.

3. Submit the EJTA without S&H Professional review to the SOMC.

#### 4.6 Refusal Process

In instances where an employee disagrees with the EJTA content and refuses to approve, the EJTA becomes invalid. Proper notifications shall be made to the Health Advocate, S&H Professional, HAMTC Safety Representative (or equivalent union representative), and the employee's management.

NOTE: The EJTA will not be submitted to the SOMC until the worker, the supervisor, and the S&H Professional agree and approve the EJTA.

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

## **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.

Employee. As described in this procedure employee means, a TOC employee, corporate loaned employee, Temporary Duty (TDY) employee, contractor, intern, staff augmentation, or subcontractor in a DOE leased facility.

S&H Professional. As described in this procedure, S&H Professional is Safety or Industrial Hygiene staff member authorized by the EJTA SME to assist with reviewing EJTA's.

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.

## **6.0 RECORDS**

(7.1.5)

The following record is generated during 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.

## **7.0 SOURCES**

### **7.1 Requirements**

- 7.1.1 10 CFR 850, "Chronic Beryllium Disease Prevention Program."
- 7.1.2 10 CFR 851, "Worker Safety and Health Program."
- 7.1.3 29 CFR 1910, "Occupational Safety and Health Standards."
- 7.1.4 29 CFR 1926, "Safety and Health Regulations for Construction."
- 7.1.5 TFC-BSM-IRM\_DC-C-01, "Document Control."

## 7.2 References

- 7.2.1 DOE correspondence 11-ESQ-305, dated Dec 05 2011.
- 7.2.2 DOE correspondence 13-SHD-0083 (130238), dated July 22 2013.
- 7.2.3 DOE correspondence 14-SHD-0035 (1401833), dated May 21 2014.
- 7.2.4 DOE correspondence 14-SHD-0016, dated May 07 2014.
- 7.2.5 TFC-BSM-CP\_CPR-C-05, "Procurement of Materials and Services."
- 7.2.6 TFC-BSM-HR-AT-C-01, "Return to Work."
- 7.2.7 TFC-BSM-HR\_EM-C-02," Employment Staffing."
- 7.2.8 TFC-BSM-IRM\_DC-C-02, "Records Management."
- 7.2.9 TFC-ESHQ-IH-STD-03, "Exposure Monitoring, Reporting, and Records Management."
- 7.2.10 TFC-ESHQ-IH-STD-16, "Ergonomics."
- 7.2.11 TFC-ESHQ-RP\_ADM-C-30, "Radiological Access Control."
- 7.2.12 TFC-ESHQ-S\_SAF-C-02, "Job Hazard Analysis."
- 7.2.13 TFC-OPS-MAINT-C-01, "Tank Operations Contractor Work Control."
- 7.2.14 TFC-PLN-02, "Quality Assurance Program Description."
- 7.2.15 TFC-PLN-41, "Integrated Safety Management System Description."
- 7.2.16 "WRPS HR Exit Clearance Form."

**ATTACHMENT A - EJTA EDUCATIONAL BRIEFING**

The EJTA Educational Briefing can be found at <http://health.rl.gov/page.cfm/EJTA>.

The briefing is also linked through the WRPS Safety and Health Programs Web page at <http://toc.wrps.rl.gov/rapidweb/ih/index.cfm?pagenum=16>.