

Ownership matrix	USQ # GCX-2
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1.0 PURPOSE AND SCOPE

(7.1.1, 7.1.2, 7.1.3, 7.1.4)

This procedure outlines working limit requirements and responsibilities for controlling employee fatigue when working extended work hours (overtime). This procedure addresses potential hazards that arise outside the scope of normal work planning and therefore supplements the job hazard analysis process (TFC-ESHQ-S_SAF-C-02). This procedure implements Administrative Control (AC) 5.5, "Organization," from HNF-SD-WM-TSR-006 and AC 5.5, "Organization," from HNF-15279.

Working alone requirements are contained in TFC-OPS-OPER-C-08.

This procedure also identifies where to find requirements associated with driver's hours of service related to transportation of radioactive and hazardous materials on and off the Hanford Site under Tank Operations Contractor (TOC) cognizance. This procedure is based on specific requirements outlined in policies, procedures, and applicable federal regulations. It implements applicable requirements of U.S. Department of Transportation regulations (DOT) 49 CFR, Part 395, and Hanford Site wide Transportation Safety Document DOE/RL-2001-36.

This procedure applies to all employees of the TOC and its subcontractors. This procedure does not apply to emergency response activities, time recording practices (TFC-BSM-AC-C-01) and overtime compensation requirements (TFC-BSM-HR_CB-C-03 and TFC-BSM-HR_AT-C-04).

2.0 IMPLEMENTATION

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

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE**4.1 Extended Work Hours (Overtime)**

(7.1.4)

NOTE: Figure 1 provides a flowchart of this process.

- | | |
|---|---|
| Any Employee | 1. Do not work beyond the limits listed in Table 1 unless a specific exemption by the appropriate Level 1 Manager or delegate has been received. (7.1.4) |
| WRPS Commercial Motor Vehicle Operator/Driver | 2. When performing Commercial Motor Vehicle job assignments, refer to hours of Service and Limitations found in MSC-PRO-TRANS-37561. |
| Line Manager of the affected employee(s) | 3. When necessary, schedule employee(s) to work extended work hours for work that meets the following requirements: <ul style="list-style-type: none">• Eliminates foreseeable extended production bottlenecks that cannot be eliminated in any other way |

- Makes up for delays beyond the control and without the fault or negligence of WRPS
- Meets essential delivery or performance schedules.

Employee

4. When scheduled or directed to work extended hours:
 - a. Confirm that working the extended hours will not exceed any of the allowable limits described on Table 1.
 - b. If any of the allowable limits will be exceeded, inform the line manager before working the extended hours.

NOTE: No exemption shall be requested or granted greater than 10% above the applicable allowable limit except in emergency situations. Table 1 contains the maximum extension limits.

Line Manager of the Affected Employee(s)

5. If the employee will exceed allowable limits of working hours and the need is unavoidable, request an exemption from the Level 1 Manager or delegate driving the workscope with the following considerations.
 - a. Describe the circumstances requiring exemption(s) to the work hour restrictions.
 - b. Summarize the work scope complexity and related hazards.
 - c. Identify specific control measures to be enacted to reduce or mitigate the fatigue hazard both during the work activity and ensuring safe travel home.

Level 1 Manager or delegate of the Affected Employee(s)

6. Review the exemption request:
 - a. See Table 1 for maximum extension limits.
 - b. If scheduling employee(s) to work extended work hours exceeds the limitations identified in Table 1, consider the following factors before approving the exemption:
 - Could the employee create a risk to themselves or others as a result of fatigue?
 - Can the added workload be shared with other qualified employees within the same classification to reduce the burden on an individual employee?
 - Is it vital that 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).

- c. If the request is rejected, inform the requester.
 - d. If the request is granted, notify the affected employee's line manager.
- Line Manager 7. Communicate the fatigue hazards and controls to the employee(s) prior to commencing work.
- Employee 8. Document the Level 1 Manager approved exemption with a comment in the Time Information System (TIS), and list the Level 1 Manager or delegate name for each occurrence.
- Manager/TIS Approval Delegate 9. Verify the TIS comment for the safe work exception includes adequate detail.

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

- 7.1.1 49 CFR 395.3, "Maximum driving time for property-carrying vehicles" and .8, "Driver's record of duty status."
- 7.1.2 DOE/RL-2001-0036, "Hanford Site Wide Transportation Safety Document."
- 7.1.3 HNF-15279, "242-A Evaporator Technical Safety Requirements."
- 7.1.4 HNF-SD-WM-TSR-006, "Tank Farms Technical Safety Requirements."

7.2 References

- 7.2.1 10 CFR 830, "Nuclear Safety Management."
- 7.2.2 49 CFR 395.5 "Maximum driving time for passenger-carrying vehicles."
- 7.2.3 DOE/RL-94-02, "Hanford Emergency Management Plan."
- 7.2.4 MSC-PRO-MCS-57561, "Use of Government/Contractor Leased Vehicles for Transportation Office."
- 7.2.5 MSC-PRO-TRANS-37561, "Department of Transportation Federal Motor Carrier Safety Management Plan."

- 7.2.6 TFC-BSM-AC-C-01, "Time Keeping."
- 7.2.7 TFC-BSM-HR_AT-C-04, "Exempt Overtime and Shift Differential and On-Call Process."
- 7.2.8 TFC-BSM-HR_CB-C-03, "Salaried Non-Exempt and Bargaining Unit Overtime and Shift Differential."
- 7.2.9 TFC-ESHQ-EP-C-01, "Emergency Management."
- 7.2.10 TFC-ESHQ-S_SAF-C-02, "Job Hazard Analysis."
- 7.2.11 TFC-OPS-OPER-C-08, "Shift Routines and Operating Practices."
- 7.2.12 TFC-PLN-02, "Quality Assurance Program Description."
- 7.2.13 TFC-PLN-33, "Waste Management Basis."
- 7.2.14 TFC-PLN-41, "Integrated Safety Management System Description."

Figure 1. Extended Working Hours.

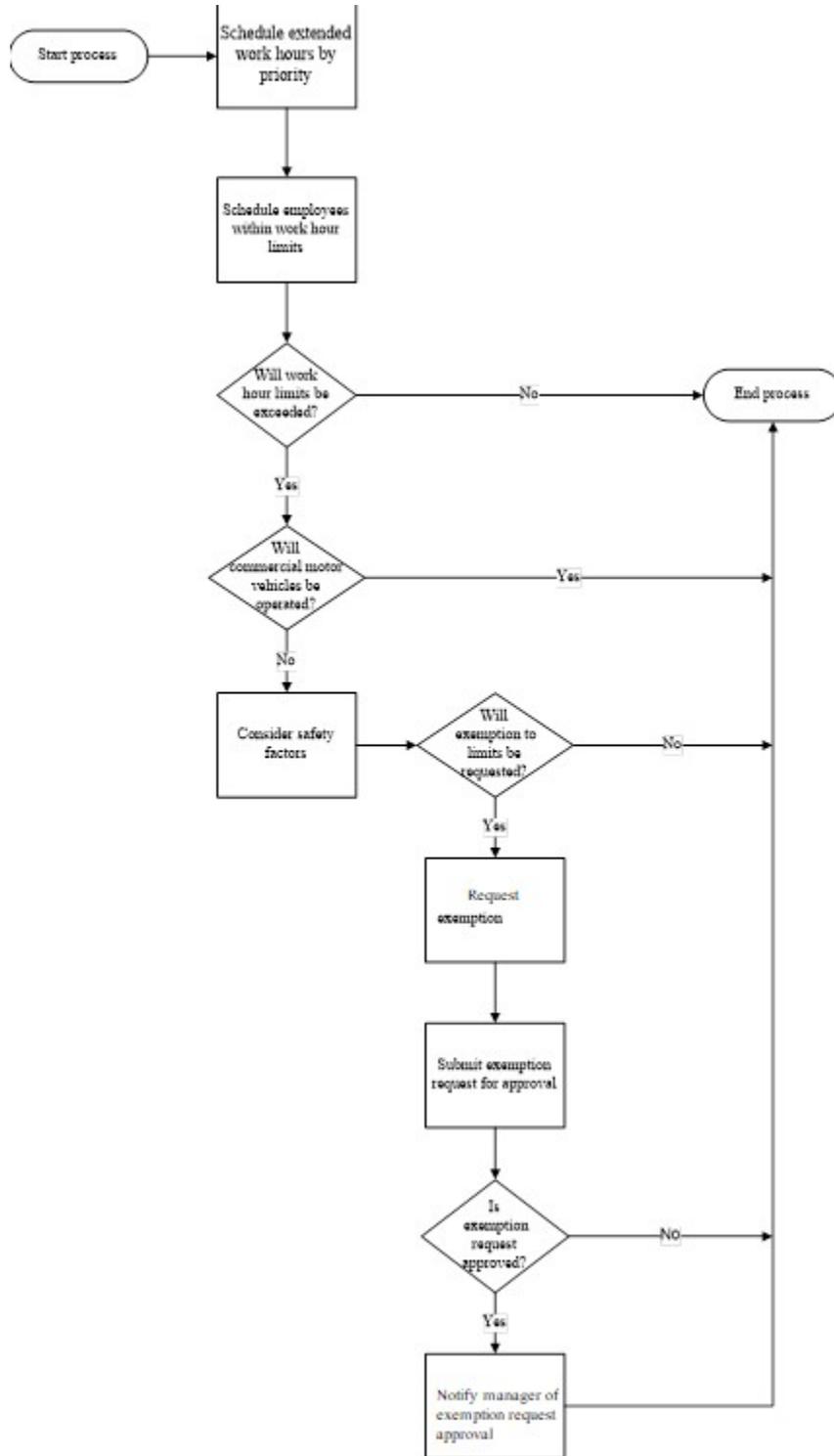


Table 1. Allowable Work Hours/Days and Maximum Extension Limits.

WORK PERIOD	ANY 24 HOUR PERIOD	ANY 48 HOUR PERIOD	ANY 7 DAY ROLLING PERIOD	14 CONSECUTIVE DAYS
Normal limit	18 hours	28 hours	72 hours	14 days requires 2 days rest prior to next work day
Level 1 Manager approval (with 10% extension)	19.8 hours	30.8 hours	79.2 hours	15 days requires 2 days rest prior to next work day

1. 14 Consecutive Days is defined as any work hours (e.g., 1 hour worked is considered 1 day of work) recorded within a 24 hour period 14 days in a row. A “Day” is defined as 0000 to 2359. A “24 hour period” is defined as the amount of time beginning from the start of work, continuing for 24 hours.
2. If an employee is required to take days rest as a result of working 14 consecutive days, he/she shall do so as PTB or PTX.
3. Members of the Radiological Assistance Program (RAP) team when performing unique tasks outside of WRPS are excluded from these rules since their scope is related to non TOC managed work.
4. Work for Other Hanford Contractors are considered hours worked.
5. At work travel time, and shift turnover are included in the hours worked calculation. These activities are not exempt.
6. No time off (NTO) that is approved by line management is considered hours worked.
7. Workers assigned to the Twelve (12) Hour Shift Schedule may work up to 75 hours in any 7 day work period without Level 1 Manager approval. Work above 75 hours in any 7 day work period must be approved by Level 1 Manager prior to working.