

Administrative Procedure

CPCC-PRO-SH-11166

Control of Working Hours and Working Alone

Revision 2, Change 1

Published: 10/17/2023

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Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Steelhammer, Jacob G

Functional Manager: Foster, Andrew L

Use Type: Administrative



USQ Facility	USQ Review	Screener
Solid Waste Operations Complex	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Canister Storage Building/Interim Storage Area	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Central Plateau Surveillance and Maintenance	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Waste Encapsulation Storage Facility	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Transportation	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
Capsule Storage Area	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
105 KW Facility	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	
324 Building	Exclusion Reason: <i>N/A per CPCC-PRO-NS-53097 Table 1</i>	

JHA: Administrative
Periodic Review Due Date:08/03/2028
 Rev. 2, Chg. 1

Change Summary

Description of Change

Clarification of Project Director or Deputy Director.

Control of Working Hours and Working Alone**Published Date: 10/17/23****Effective Date: 10/17/23****1.0 INTRODUCTION****1.1 Purpose**

This procedure outlines working limit requirements and responsibilities for controlling employee fatigue when working extended work hours (overtime) 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 Central Plateau Cleanup Company (CPCCo) work scope and provides direction for managers and employees who work in solitary locations.

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

1.3 Applicability

These requirements apply to all employees involved in CPCCo scope of work, including subcontractors. This procedure does not apply to business travel or teleworking.

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 (Overtime)

Actionee	Step	Action
NOTE:	<i>Extended work hours (overtime) for property-carrying commercial motor vehicle drivers are listed in the endorsed procedure, HMIS-PRO-TRANS-37561, Department of Transportation Federal Motor Carrier Safety Management Plan.</i>	

Manager/
Supervisor

1. VERIFY employees assigned extended work hours do not exceed the maximum hours/days an employee may work without approval from the Project Director or Deputy Director as listed in the table below:

Work Period	Any 24-Hour Period	Any 48-Hour Period	Any 7-Day Rolling Period	14 Consecutive Days
Time Period	18 Hours	28 Hours	72 Hours	14 days requires 2 days rest prior to next workday

2. IF it is necessary for the employee to work beyond the hours/days listed in the table above,
THEN OBSERVE employee for the following:
 - Signs and symptoms of mental fatigue (e.g., level of alertness, slowed reactions, failure to respond, flawed logic/judgment, reduced motivation)
 - Signs and symptoms of physical fatigue (e.g., tiredness, muscle discomfort, low energy)
3. IF the employee does not show signs or symptoms of mental or physical fatigue,
THEN EVALUATE the work activity
AND DISCUSS with the employee to determine if the employee is capable of working the extended work hours safely.

NOTE: *Exemption approvals should be documented via email or other equivalent method to record the requested exemption.*

4. REQUEST an exemption from the Project Director or Deputy Director with the following considerations:
 - a. COMMUNICATE the amount of additional time that will be worked.
 - b. SUMMARIZE the work scope complexity and related hazards.

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Actionee	Step	Action
Manager/ Supervisor	c.	IDENTIFY specific control measures to be implemented to mitigate the fatigue hazard both during the work activity and ensuring safe travel home.
Project Director/ Deputy Director	5.	REVIEW the exemption request <u>AND</u> INFORM the Manager/Supervisor if the request to work the extended work hours is approved.

3.2 Assigning Employees to Work Alone

Actionee	Step	Action
Manager/ Supervisor	1.	ANALYZE work scope <u>AND</u> EVALUATE hazards to determine whether the scheduled activity requires the presence of two or more employees. (Refer to Appendix A for examples.)
	2.	<u>IF</u> assistance is needed in evaluating the worker safety risks associated with working alone, <u>THEN</u> CONSULT with the appropriate Occupational Safety and Industrial Hygiene organization.
	3.	DEVELOP contingencies for potential emergency situations.
	4.	COMMUNICATE <u>AND</u> ENSURE 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).*

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

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

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

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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*
CPCC-PRO-IRM-8310, *Document Control Processes*

6.2 References

CPCC-PRO-FP-40421, *Hot Work*
CPCC-PRO-HR-032, *Employee Work Schedules*
CPCC-PRO-HR-042, *Fitness for Duty*
DOE-0346, *Hanford Site Fall Protection Program (HSFPP)*
DOE-0352, *Hanford Site Respiratory Protection Program (HSRPP)*
DOE-0360, *Hanford Site Confined Space Procedure (HSCSP)*
HMIS-PRO-TRANS-37561, *Department of Transportation Federal Motor Carrier Safety Management Plan*

6.3 Bases

CPCC-PRO-HR-036, *Exempt Overtime and Shift Differential*
CPCC-STD-FP-40404, *Fire Protection Program*

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Examples of jobs for which analysis and experience recommend the assignment of a minimum of two employees. Additional consideration and/or controls should be implemented to determine if the following examples of jobs may be worked alone:

- Working on equipment where the nature of servicing or maintenance requires the equipment remains energized.
- Working with toxic, hazardous, or high-pressure materials.
- Working at heights where fall exposures exist (see DOE-0346, *Hanford Site Fall Protection Program (HSFPP)*).
- 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 temperatures or environmental conditions (see CPCC-PRO-SH-121, *Heat Stress Control*, and CPCC-PRO-SH-28034, *Adverse Weather*).
- Working with hazards that could present a significant shock or arc blast.
- Entering a deactivated facility.
- Class I glove bag, glove box, and water spray operations relating to asbestos removal.
- Any other new or infrequently performed work task identified as having high-risk or hazard potential.

Jobs that do not support “Work Alone” assignments:

- Working within a permit-required confined space (see DOE-0360, *Hanford Site Confined Space Procedure (HSCSP)*).
- Performing hot work outside of a designated shop area (see CPCC-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)*).