

Administrative Procedure

CPCC-PRO-SH-54919

Return to Work after Medical-Related Condition or Absence

Revision 0, Change 0

Published: 10/06/2022

Effective: 10/06/2022

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Wildey, Charisse

Functional Manager: Foster, Andrew

Use Type: Administrative



- Central Plateau Surveillance and Maintenance :
Screening Determination Performed: (Screening/Determination Performed (no issues))
S&M-22-091s
Screener: Griebel, Scott
- 105 KW Facility :
Screening Determination Performed: (Screening/Determination Performed (no issues))
0127-2022
Screener: Meyer, Matthew
- Canister Storage Building/Interim Storage Area :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Plutonium Finishing Plant :
Screening Determination Performed: (Screening/Determination Performed (no issues))
PFP 021-2022
Screener: Griebel, Scott
- Solid Waste Operations Complex :
Screening Determination Performed: (Screening/Determination Performed (no issues))
SWOC-22-054
Screener: Jacobs, Orvil
- Transportation :
Excluded from USQ
Exclusion Reason:
N/A per Section 1.3
- Waste Encapsulation Storage Facility :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- 324 Building :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B
- Capsule Storage Area :
Excluded from USQ
Exclusion Reason:
Excluded from USQ per CPCC-PRO-NS-062, Appendix B

JHA: Administrative

Periodic Review Due Date:10/06/2027

Rev. 0, Chg. 0

Change Summary

Description of Change

Moved process in CPCC-PRO-HR-693 from HR to Safety. Cancelled the HR procedure.

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PRC-PRO-HR-693

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1.0 INTRODUCTION**1.1 Purpose**

This procedure provides company level guidance to Central Plateau Cleanup Company (CPCCo) employees who are returning to work after a work-related or non-work-related medical condition or absence that does not involve a leave of absence.

1.2 Scope

This procedure defines individual responsibilities for employees returning to work after a medical condition or a brief (5 consecutive workdays, or an equivalent time period for those individuals on an alternative work schedule) medical absence.

This procedure does not apply to employees returning from a leave of absence (short- or long-term disability [STD or LTD], personal, educational, military, or family medical leave of absence). Refer to CPCC-PRO-HR-114, *Leaves of Absence*, for instructions when returning from a leave of absence.

1.3 Applicability

This procedure applies to all regular full- and part-time employees.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

All responsibilities associated with this procedure are identified in Section 3.0.

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3.0 PROCESS

3.1 Returning from Personal Medical Condition or Absence

Actionee	Step	Action
Employee	1.	<p>NOTIFY immediate manager if returning from an absence involving one of the following:</p> <ul style="list-style-type: none"> Any personal injury or illness resulting in an absence of five (5) or more consecutive workdays Any personal injury, illness, condition, or treatment that impacts the ability to do work safely and reliably as defined by their Employee Job Task Analysis (EJTA)

- NOTE:**
- Employees do not need to disclose personal medical information to the manager, only the impact.
 - Injury, illness, condition, or treatment that may impact work includes those that may result in work restrictions, wounds, or potentially compromises occupational medical clearances.
 - Management may initiate visit to HPMC Occupational Medical Services, the Hanford Site Occupational Medical Service Provider (OMSP).
- OBTAIN a written release from a personal health care provider to return to work.
 - If the employee went to the OMSP during work hours due to an illness or injury during work, a release from a personal health care provider would be unnecessary, unless required by the OMSP.
 - If the absence was due to COVID, a written release from a personal health care provider is NOT required.
 - TAKE release from personal health care provider to OMSP AND OBTAIN a return to work Record of Visit (ROV).
 - IF released to return to work with no restrictions, THEN REPORT to work AND PROVIDE manager with a copy of the OMSP ROV.
 - IF released to return to work with *permanent* restrictions, THEN REFER to CPCC-PRO-HR-54797, *Accommodations in the Workplace*, AND STOP use of this procedure.
 - IF released to return to work with *temporary* restrictions, THEN CONTACT Manager to determine if the restrictions can be temporarily accommodated.

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Actionee	Step	Action
Manager	7.	DISCUSS the information with Case Management specialist (safety) to determine if temporary restrictions can be accommodated.
	8.	<u>IF</u> temporary restrictions cannot be accommodated, <u>THEN</u> DIRECT employee to stay home.
Employee	a.	BEGIN this procedure again when restrictions from the releasing health professional change.
Manager / Safety	9.	<u>IF</u> the temporary restriction can be accommodated, <u>THEN</u> DIRECT the employee to report to work.
	10.	TRACK the re-assessment of the employee's temporary restriction until there is no longer a restriction or the restriction can no longer be accommodated. <ul style="list-style-type: none"> • <u>IF</u> a temporary restriction becomes permanent, <u>THEN</u> REFER to step 5 of this procedure. • <u>IF</u> a temporary restriction can no longer be accommodated, <u>THEN</u> REFER to step 8 of this procedure.

4.0 FORMS*Occupational Medical Service Provider (OMSP) Record of Visit***5.0 RECORD IDENTIFICATION**

None

6.0 SOURCES**6.1 Requirements**10 CFR 851, Appendix A, Part 8, *Worker Safety and Health Program, Occupational Medicine***6.2 References**CPCC-PRO-HR-114, *Leaves of Absence*CPCC-PRO-HR-54797, *Accommodations in the Workplace*