



Administrative Procedure

PRC-PRO-SH-11166

Control of Working Hours and Working Alone

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**Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety & Industrial Hygiene**

Administrative Use

Control of Working Hours and Working Alone

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CHANGE SUMMARY**AJHA:** N/A**HRB Date:** N/A**Periodic Review Due Date:** 03/19/2017**Validation Date:** N/A**Rev. 1, Chg. 0 PR#:** PRC-50031**USQ Screen Number:**

Excluded per PRC-PRO-NS-062

Description of Change

Rev. 1-0:

- Step 3.1: Added a note regarding the use of rolling time periods.
- Step 3.2: Added a section to address Casual Overtime Hours
- Step 3.2.1: Added a step to require employees to notify their managers/supervisor when overtime and casual overtime will be worked in a solitary on-site location.
- Step 3.2.5 Changed Notes to require one or more method of communication to be used.
- Added Applicability and Responsibility sections.
- Changed a note from 3.1.7 into a new step.

Rev 0, Chg 2 6/25/09: Step 2.1.5: changed reference and identification of procedure steps.
Section 4.0: corrected format of Appendix reference.

Rev. 0, Chg. 1; 5/17/09: Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

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1.0 INTRODUCTION**1.1 Purpose**

This Level 1 Procedure identifies the requirements for controlling extended work hours (overtime) to minimize the potential of creating undue employee fatigue, 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 CH2M HILL Plateau Remediation Company (CHPRC) work scope and provides direction for managers and employees who work in solitary locations.

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

1.3 Applicability

These requirements are applicable to all CHPRC Team employees involved in CHPRC scope of work, including non-preselected subcontractors.

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

Actionee	Step	Action
NOTE:		<i>The periods of "24-hours," "48-hours," and "7-days" are considered rolling time periods. Rolling means -the period is not re-zeroed, or the "clock reset" following a day off or after obtaining authorization to exceed the limits. The "24-hours," "48-hours," and "7-days" periods do not restart after a day off, the periods continue to roll.</i>

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| All Employees | <ol style="list-style-type: none"> 1. NOTIFY Supervisor if an extended work hour assignment will create one of the following situations: <ol style="list-style-type: none"> a. More than 18 hours worked in any 24-hour period, excluding shift turnover time. b. More than 26 hours worked in any 48-hour period, excluding shift turnover time. c. More than 72 hours worked in any 7-day period, excluding shift turnover time. d. More than 14 days worked consecutively without at least two consecutive days of rest before the next workday, excluding shift turnover time. |
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- NOTE:**
- *Travel time is not considered work time for the purpose of computing hours.*
 - *Time periods are rolling.*

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| Director-level management, or above | <ol style="list-style-type: none"> 2. APPROVE any exception to the work hour limits imposed by steps 3.1.1 through 3.1.4. |
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| Chief Operating Officer (COO) or Chief Executive Officer (CEO) | <ol style="list-style-type: none"> 3. PRE-APPROVE Double-Double work schedule assignments. |
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- NOTE:** *Except during periods of extended shutdown, brief (less than 2 hours length) pre and post shift training sessions, and weather-related occurrences, extended working hours should not be indiscriminately assigned by whole work groups or shifts.*

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Actionee	Step	Action
Managers/ Supervisors	4.	CONSIDER extended work hours on an individual case-by-case basis.

NOTE: *Before granting approval for extended work hours, the manager should consider the following factors. This list is not all-inclusive and serves as a guide to the factors that should be considered when deciding whether to extend employee work hours.*

5. MONITOR employees working extended hours for the following:
 - a. Signs and symptoms of mental fatigue (e.g., alertness, slowed reactions, failure to respond, flawed logic/judgment, incorrect actions, reduced motivation).
 - b. Signs and symptoms of physical fatigue (e.g., tiredness, muscle discomfort, irritability, depression).
 - 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 the 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, or will it prevent a regulatory noncompliance?).
6. SCHEDULE extended work hours (overtime) in the following priority:
 - Working extra hours on a scheduled day off.
 - A two to four hour extension of work on a scheduled work day.
 - Six hour extension of work on a scheduled work day.
 - Nine hour extension on a scheduled work day.

NOTE: *The Time Information System (TIS) may be a useful source to determine impacts to extended casual overtime.*

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Actionee	Step	Action
Managers/ Supervisors of Property- carrying commercial Motor Vehicle Drivers	7.	PROHIBIT operation of commercial motor vehicles for more than 11 hours, following 10 consecutive hours off duty; or for any period beyond the 14th hour after coming on duty, following 10 consecutive hours off duty.

NOTE: *A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.*

8. PROHIBIT operation of commercial motor vehicles for any period (at least 34 hours) after having been on duty 60 hours in any 7 consecutive days; or for any period (at least 34 hours) after having been on duty 70 hours in any 8 consecutive days.

3.2 Assigning Employees to Work Alone

Actionee	Step	Action
NOTE:	•	<i>PRC-PRO-HR-036, Exempt Overtime and Shift Differential, Appendix A "Glossary" defines Casual Overtime as "Overtime worked at an employee's discretion on an early-arrival or late-departure basis, at home, or on scheduled days of rest or scheduled Fridays off."</i>
	•	<i>Employees are exempt from the requirement to notify their manager/supervision if the casual overtime is less than three hours of the scheduled working day.</i>
All Employees	1.	NOTIFY your manager/supervisor when either overtime or casual overtime is expected in a solitary on-site location
	2.	UNDERSTAND the appropriate emergency actions to take during the work alone assignments.

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Actionee	Step	Action
NOTE:	•	<i>Consult with the appropriate Occupational Safety and Industrial Hygiene organization where assistance is needed in evaluating the worker safety risks associated with working alone.</i>
	•	<i>The following activities represent examples of typical two or more person assignments:</i>
Managers/ Supervisors	3.	<p>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).</p> <ul style="list-style-type: none"> • Working within a permit-required confined space (See PRC-RD-SH-11258, <i>Confined Spaces</i>). • Applying a safety monitor system ("spotter") for fall protection (See PRC-RD-SH-8801, <i>Fall Protection</i>). • Performing hot work outside of a designated shop area (See HNF-RD-9900, <i>Hot-Work Performance Requirements</i>). • Working in atmospheres requiring the use of self-contained breathing apparatus (SCBA) or supplied breathing air system (See PRC-PRO-SH-120, <i>Respiratory Protection Program</i>). • Class I glove bag, glove box, and water spray operations relating to asbestos removal.
	4.	DEVELOP contingencies for potential emergency situations.
	5.	COMMUNICATE <u>AND</u> ENSURE understanding of appropriate emergency actions by employees engaged in work alone assignments.
NOTE:		<i>Communications media are to include one or more of the following: radio, telephone, cellular phone, face-to-face (scheduled check-ins).</i>
	6.	ESTABLISH a means of communications with the lone worker.
NOTE:		<i>The specific frequency of communication should be determined and agreed to between the manager and the employee before the work begins.</i>
	7.	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

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
None	None	None	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*
 NEI 06-11 Nuclear Energy Institute *Managing Personnel Fatigue at Nuclear Power Reactor Sites*, October 2008, page 25.
 United States Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation, Information Notice No. 91-36, *Nuclear Plant Staff Working Hours*
 PRC-PRO-IRM-8310, *Document Control Processes*

6.2 References

CH0908-09, *Recording of Uncompensated Hours – Starting August 24, August 24, 2009*
 PRC-STD-FP-40404, *Fire Protection Program*
 PRC-PRO-IRM-10588, *Records Management Processes*
 PRC-PRO-SH-120, *Respiratory Protection Program*
 PRC-PRO-HR-036, *Exempt Overtime and Shift Differential*
 PRC-RD-SH-8801, *Fall Protection*
 PRC-RD-SH-11258, *Confined Space*

7.0 APPENDIXES

Appendix A - Tasks Which Do Not Typically Support "Work Alone" Assignment

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Appendix A - Tasks Which Do Not Typically Support "Work Alone" Assignment

Provide a list of all jobs that may warrant the assignment of more than one employee to ensure worker safety, see below.

Examples of jobs for which analysis and experience recommend the assignment of a minimum of two employees:

- Working on equipment where the nature of servicing or maintenance requires the equipment remains energized,
- Working with toxic, hazardous, or high pressure materials,
- Working within six feet of a recognized fall hazard which is not protected by a fall protection system,
- 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 temperature or environmental conditions,
- Working with hazards that could present a significant shock or arc blast,
- Entering a deactivated facility.