

OCCUPATIONAL MEDICINE	Identifier: PRD-2030 Revision*: 6 Page: 1 of 5
------------------------------	--

Subcontractors	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 11/07/23
----------------	-------------------------------	---	--------------------------

Manual: Subcontractors Requirements Manual

Change Number: 380746

*The current revision can be verified on EDMS.

1. PURPOSE

This document provides requirements for subcontractor participation in the Idaho National Laboratory Occupational Medicine Program (OMP) and injury and illness reporting. This document implements requirements from codes and standards along with contractor (see def.) requirements. Any applicable regulatory or contractor requirements must be followed, with the most stringent requirement being met.

2. APPLICABILITY

This document applies to all subcontractors working at the Idaho Cleanup Project (ICP) as specified in their contract with the contractor. Stricter requirements may be imposed by the subcontractors upon their employees or sub-tier contractors. The requirements of this document must be met by subcontractors; however, the means of implementation may vary as determined by the subcontractor.

3. REQUIREMENTS

- 3.1 OMP services shall be obtained through Battelle Energy Alliance (BEA) for ICP; or from another licensed health care provider (LHCP).
- 3.2 All subcontractor employees who have worked or are expected to work at the ICP for more than 30 days in a 12-month period after February 9, 2007; or are enrolled for any length of time in a medical surveillance, exam, or certification required by a federal, state, or local regulation, or other obligation shall be evaluated by an LHCP for general health, physical and psychological capacity to perform work, and to establish a baseline record of physical condition and ensure fitness for duty.
 - 3.2.1 Subcontractors shall include time worked at the ICP in the past 12 months when determining applicability of this section.
- 3.3 Evaluations performed by INL OMP are initiated by the hiring manager/subcontract technical representative (STR) using the INL OMP's Employee Job Task Analysis (EJTA) application. The EJTA application may be accessed via the INL OMP webpage, or via a link on the IEC SHQ&S or Industrial Hygiene webpage.
- 3.4 The hiring manager/STR shall submit an EJTA for each subcontractor employee under the following conditions:
 - Pre-employment/post-offer or employment evaluations, including essential job functions

OCCUPATIONAL MEDICINE

Identifier: PRD-2030

Revision*: 6

Page: 2 of 5

- Change in job assignment/essential job functions
- Medical certifications/surveillances
- Terminations.

3.5 After submittal of the EJTA, subcontractor employees may work up to 30 workdays on activities that do not otherwise require a medical surveillance, exam, or certification requirement. Scheduled visits must be completed as specified in Section 3.10.

3.5.1 Workers involved in activities that have a medical surveillance, exam, or certification requirement are not allowed to start work activities with those requirements until OMP has completed the scheduled initial visit and associated evaluations and examinations, if any. The subcontractor will be advised by the STR when each worker can commence work.

3.5.2 OMP will schedule and perform initial visit evaluations/examinations within a window of 5 weeks after submittal of the EJTA.

3.6 Subcontractors shall ensure their employees provide OMP with all needed information at the time of the initial health evaluation scheduled visit:

- All current health restrictions (see Appendix A)
- Current or expected worker job-task and hazard analysis information and actual or potential work-related exposures (chemical, radiological, physical, and biological)
- Past exposure information including industrial hygiene sampling, and past certifications/surveillances (lead, cadmium, asbestos, respirator, Department of Transportation, etc.).

3.7 Subcontractors shall notify the hiring manager/STR of any change in a worker's status that affects the worker's current medical evaluation or a worker's transfer to a job duties or hazards.

3.8 OMP will notify and schedule workers when periodic examinations/evaluations are required for surveillances and certifications. This is a notification that will be issued to the worker, subcontractor, and/or STR.

3.9 Workers shall keep OMP scheduled examination/evaluation appointments or notify OMP and request that appointments be rescheduled at least 1 working day prior to the scheduled appointment day. Failure to keep scheduled appointments (no show) may result in restriction of the worker and/or contractual penalties.

3.10 All workers who are absent for 40 consecutive work hours due to a work or personal related injury or illness shall be evaluated by OMP prior to returning to work.

OCCUPATIONAL MEDICINE

Identifier: PRD-2030

Revision*: 6

Page: 3 of 5

- 3.10.1 At the discretion of the responsible manager, employees who are absent fewer than 40 hours due to personal or work-related incidents may be requested to check through OMP for possible restriction evaluation.
- 3.11 OMP will evaluate workers who are injured or ill while at the workplace.
- 3.12 When an ICP subcontractor is referred offsite for treatment and follow up of a work-related condition, the workman's compensation case management and coordination and medical follow up will be the responsibility of the worker's company. Referrals for personal injury/illness are the responsibility of the worker and/or subcontractor's health insurance program.
- 3.13 Subcontractors shall escort employees to OMP for fitness-for-duty/ability-to-work evaluations for safety reasons as the need is determined by subcontractor management, or as needed for unbadged employees or potential employees.
- 3.14 OMP will place a worker under medical restrictions when health evaluations indicate that a worker should not perform certain job tasks. Such restrictions shall be strictly observed, and the worker shall not perform the restricted activity until released by OMP. OMP will notify the hiring manager/STR of work restrictions and record them in the EJTA application.
- 3.15 At the time subcontractor employee separates employment from ICP, a general health evaluation by OM to establish a record of physical condition shall be offered to the subcontractor employee. The subcontractor employee shall contact ICP to schedule this evaluation.
- 3.16 Access to subcontractor-controlled work areas shall be made available to medical personnel participating in worker safety and health meetings or evaluating worksite conditions and issues related to workers' health.
- 3.17 Occupational Safety and Health Administration recordability determination is the responsibility of the subcontractor.

4. DEFINITIONS

See LST-27, "Glossary"

5. REFERENCES**5.1 Source Documents**

10 CFR 851, "Worker Safety and Health Program"

5.2 Related Requirements

None

<p>OCCUPATIONAL MEDICINE</p>	<p>Identifier: PRD-2030 Revision*: 6 Page: 4 of 5</p>
-------------------------------------	---

6. APPENDIXES

Appendix A—Current and Past Restrictions, Hazards, and Exposures

OCCUPATIONAL MEDICINE	Identifier: PRD-2030 Revision*: 6 Page: 5 of 5
------------------------------	--

Appendix A

Current and Past Restrictions, Hazards, and Exposures

Subcontractor: _____

Employee Name: _____ Employee Number: _____

A. Current health restrictions (Include all restrictions even if not job related or job affecting):

Approximate Start Date	Expected End Date	Description

B. Current or expected worker job-task and hazard analysis information and actual or potential work-related exposures (chemical, radiological, physical, and biological)

C. Past exposure information including IH sampling, and past certifications/surveillances (lead, cadmium, asbestos, respirator, DOT, etc.)

Approximate Date(s)	Description