



## PERFORMANCE DOCUMENT COVER PAGE

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OWNER: ES&H	POL-UCOR-308	REVISION: 3
SUBJECT MATTER AREA: Absences	PREPARER: R. Burt Prater, MD	Page 1 of 2
POLICY	CONCURRENCE/DATE: A. J. Reed for Marianne Zale 3/7/16 [Approval Signature on File]	
TITLE: RETURNING TO WORK SAFELY	APPROVED BY/DATE: Kevin Collins 3/7/16 [Approval Signature on File]	
USQD <input type="checkbox"/> UCD <input type="checkbox"/> CAT X <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/>	EFFECTIVE DATE: 3/8/16	
USQD/UCD/CAT X No:	REQUIRED REVIEW DATE: 3/8/19	
Exhibit L Mandatory Contractor Document No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		

This document is approved for public release per review by:

Teresa Fancher 3/13/13  
UCOR Classification Date  
Information Control Office

## POLICY STATEMENT

This policy ensures that the safety and health of all employees and the public is protected when employees are returned to work following occupational injury/illness of any duration and non-occupational illness/injury resulting in either hospitalization, outpatient surgery (of any duration), or an absence of 40 work hours *or more consecutively*.

This policy applies to all URS | CH2M Oak Ridge LLC (UCOR) salaried and bargaining unit/craft employees, staff augmentation subcontractor employees, and other subcontractor employees on a Subcontract-by-Subcontract basis as communicated by the UCOR Subcontract Administrator.

## RESPONSIBILITIES

This policy controls all activities connected with an employee's ability to return to work and work safely, including activities undertaken by Human Resources, site Health Services, Labor Relations, management, supervision, and salaried and bargaining unit employees.

UCOR's primary goal is to protect the safety and health of all employees and the public in a manner consistent with applicable state and federal laws and DOE Orders. In direct support of this initiative, all UCOR and subcontractor employees are expected to work safely. Employees will not be permitted to return to work if doing so would pose a direct threat to the employee's own safety or health, the safety or health of other employees, or the safety or health of the public. Consistent with federal and state laws and DOE Orders, UCOR will make individualized assessments of an employee's ability to return to work and work safely, when necessary.

Employees will not be returned to work until it has been determined by UCOR Health Services that the employee can work safely. UCOR Health Services and supervision will coordinate employees' return to work. Prior to reporting back to the employee's work setting, the employee shall provide UCOR Health Services with a completed Form-900, Health Care Provider's Information for Employee's Return to Work, or equivalent degree of documentation, signed by the employee's personal health care provider. An individualized return-to-work assessment will be conducted by UCOR Health Services, which may include a fitness for duty examination. Employee medical information will be treated confidentially in accordance with applicable laws.

<b>OWNER: ES&amp;H</b>	<b>POL-UCOR-308</b>
<b>RETURNING TO WORK SAFELY</b>	<b>REVISION: 3</b>
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Health Services personnel will notify the employee's UCOR project or functional management and UCOR's Safety and/or IH Management with the employee's fitness for duty status to collaborate on the employee's capacity to return to work. All employees will be provided with paper copies of their fitness for duty status. Staff augmentation subcontractor employees and other subcontractor employees are required to provide a copy of this documentation to their respective employers.

This directive is not intended to modify the legal rights and responsibilities of those employees with occupational injuries, covered disabilities under the Americans with Disabilities Act, serious health conditions under the Family and Medical Leave Act, or other applicable laws.

<b>REVISION LOG</b>			
<b>Revision</b>	<b>Effective Date</b>	<b>Description of Changes</b>	<b>Pages Affected</b>
3	3/8/16	Non-intent change. Revised to include correct document owner and sentence clarification. Editorial update to Form-900.	All
2	3/15/13	Non-intent change. Revised to include Exhibit L information.	1
1	2/18/13	Intent change. Clarification of required documentation and addition of employee requirement to give fitness for duty status documentation to employer.	All
0	1/28/13	Initial release. Replaces POL-HR-310 (Rev. 0), same title and ownership changed from HR to Medical. Intent changes to include staff augmentation subcontractor employees, and other subcontractor workers.	All