

EJTA Explanation Coversheet

What is an Employee Job Task Analysis (EJTA)?

The EJTA documents who you are, what you do, and where you perform your job. This includes the types and estimated levels of potential exposures to physical, chemical, ergonomic, and biological hazards that you are likely to encounter in your work over the coming year.

The EJTA is the communication avenue that provides the Site Occupational Medicine Contractor (SOMC) with the updated information necessary to ensure you are enrolled into medical exams based on the job requirements, hazards, exposures, and overall risk associated with your assigned work scope.

What is my EJTA used for?

Results of your EJTA are used to schedule medical exams, return to work, fitness for duty, and applicable work restrictions. The EJTA satisfies requirements of the Americans with Disabilities Act and the Department of Energy (DOE) Worker Protection Requirements, Title 10 Code of Federal Regulations (CFR), Part 851.

What about past exposures/hazards?

The EJTA is an evaluation of your current job hazards and is not designed to evaluate or provide medical exams for potential past historical exposures on DOE sites. You will be given the opportunity to capture your past exposures using the *DOE Historic Health Exposure Questionnaire*, available on the [SOMC website](http://www.hanford.gov/health/).
<http://www.hanford.gov/health/>

If you have questions about past Beryllium exposures or want to learn more about the [Beryllium Voluntary Program](#) contact the SOMCs Beryllium Case Management at 509-376-6000.
<http://www.hanford.gov/health/page.cfm/beryllium>

Do I get involved?

Your manager is responsible to review the EJTA with you and a Safety and Health Professional. If you disagree with the EJTA content and cannot resolve the issue, proceed with the *Dispute Resolution Process*.

Who completes the EJTA and how often is an EJTA reviewed?

Managers, Safety and Health Professionals, and you are responsible for completing the EJTA and annual review or any revisions. Line management is responsible to ensure that:

- Your EJTA is completed upon hire
- Your EJTA is reviewed annually and revised when your essential job functions or physical job requirements change, or a change occurs in your work-related site hazards/exposures (chemical, radiological, physical, biological, or ergonomic)

If you have questions about this coversheet or your personal EJTA, please contact your manager, health and safety professional, or your project industrial hygienist.