

**Requirements Documents**

**HMIS-RD-SP-11166**

**Control of Working Hours**

Revision 0, Change 2

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**Use Type: Administrative**



- No USQ Required

**JHA:** Administrative

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## **Change Summary**

### **Description of Change**

HMIS has current Bargaining Agreements with both HAMTC and HGU. On page 4 in the source column you should change the language to "The current HMIS agreement with HAMTC" and then "The current agreement with HGU".

## Control of Working Hours

### 1.0 PURPOSE AND SCOPE

This Level 2 Requirements Document identifies the requirements for controlling extended work hours (overtime). To promote a safe work environment and to minimize the potential of creating undue employee fatigue, Hanford Mission Integration Solutions (HMIS) constrains work hours as specified in this procedure. These requirements are applicable to Hanford Mission Essential Services Contract (HMESC) employees and contractors involved in HMESC scope of work. This document partially implements the ISMS Core Functions #2, Identify and Analyze the Hazards, #3, Develop and Implement Hazard and Environmental Controls; and Guiding Principles, #5, Identification of Safety and Environmental Standards and Requirements, #6, Hazard Controls Tailored to Work Being Performed.

Members of the Hanford Fire Department (HFD) and Hanford Patrol (HP) may be exempted from the established work hour limits, as a result of a negotiated work shift set forth in the applicable Collective Bargaining Unit agreement. Members of the Emergency Services Organization may also be exempted from the established work hour limits when supporting HFD or HP.

On occasion HMIS employees/contractors, such as HFD employees, may perform work at Nuclear Regulatory Commission (NRC) licensed facilities or Department of Energy (DOE) facilities that operate under an approved Documented Safety Analysis (DSA). In such instances these HMIS employees/contractors shall follow that facility's work limitations as established.

Special time limit requirements apply to property-carrying motor vehicle drivers. These requirements, as interpreted for HMIS employees/contractors performing as property-carrying motor vehicle drivers, are identified in Section 2.0.7 below.

### **2.0 REQUIREMENTS**

**NOTE:** For the tables in this section under the requirement "type" column, "V" means verbatim and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	<p>In order to promote a safe work environment, employees shall be assigned work within the following constraints:</p> <ul style="list-style-type: none"> <li>• As a Best Management Practice, managers should ensure that employees are given 8 hours off between work shifts.</li> <li>• Employees do not work continuously for more than 18 hours in any 24-hour period, excluding shift turnover time.</li> </ul>	I	10 CFR 851.10(a)(1)

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	<ul style="list-style-type: none"><li>• Employees do not work more than a total of 28 hours in any 48-hour period, excluding shift turnover time.</li><li>• Employees do not work more than 72 hours in any 7-day period, excluding shift turnover time. (No HFD platoon employee should be required to work more than 72.5 hours straight.)</li><li>• Employees do not work more than 14 days consecutively without at least two consecutive days of rest before the next workday, excluding shift turnover time.</li></ul> <p><b>NOTE:</b> <i>Travel time is not considered work time for the purpose of computing hours.</i></p>		
2.	Any exception to the work hour limits imposed by Section 2.0.1 shall be approved by Director-level management, or above.	I	10 CFR 851.10(a)(1)

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<p>3.</p>	<p>Extended work hours shall be considered on an individual case-by-case basis.</p> <p><b>NOTE 1:</b> <i>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.</i></p> <p><b>NOTE 2:</b> <i>Employees working extended hours should be monitored for the following:</i></p> <ul style="list-style-type: none"> <li><i>a. signs and symptoms of mental fatigue (e.g., alertness, slowed reactions, failure to respond, flawed logic/judgment, incorrect actions, reduced motivation).</i></li> <li><i>b. signs and symptoms of physical fatigue (e.g., tiredness, muscle discomfort, irritability, depression).</i></li> </ul> <p><b>NOTE 3:</b> <i>Before granting approval for extended work hours, the following factors, at a minimum, should be considered:</i></p> <ul style="list-style-type: none"> <li><i>• Could the employee create a risk to themselves or others as a result of fatigue?</i></li> <li><i>• Can the added workload be shared with other qualified employees within the same classification to reduce the burden on an individual employee?</i></li> <li><i>• 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?).</i></li> </ul>	<p>I</p>	<p>10 CFR 851.10(a)(1)</p>
<p>4.</p>	<p>Generally, extended work hours (overtime) shall be scheduled in the following priority:</p> <ul style="list-style-type: none"> <li>• Working extra hours on a scheduled day off.</li> <li>• A two- to four-hour extension of work on a scheduled work day.</li> <li>• Six-hour extension of work on a scheduled work day.</li> <li>• Eight-hour extension on a scheduled work day.</li> </ul>	<p>I</p>	<p>10 CFR 851.10(a)(1)</p>

## Control of Working Hours

5.	Refer to the current version of the applicable HAMTC Labor Agreement and/or HGU Labor Agreement for specific information regarding assignment of overtime to bargaining unit employees.	I	Current Labor Agreement Between Hanford Mission Integration Solutions, LLC (HMIS) and Hanford Atomic Metal Trades Council (HAMTC), AFL-CIO; Current Labor Agreement between Hanford Mission Integration Solutions, LLC and Hanford Guards Union Local 21 Affiliate of International Guards Union of America
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## Control of Working Hours

6.	<p>Property-carrying commercial motor vehicle (weighs 10,001 pounds or more, has a gross vehicle weight of 10,001 pounds or more, or is transporting hazardous materials in a quantity requiring placards) drivers are permitted to operate commercial motor vehicles in accordance with the following time limitations:</p> <ul style="list-style-type: none"> <li>• Drivers shall not operate property-carrying commercial motor vehicles for more than 11 hours, following 10 consecutive hours off duty; or for any period beyond the 14<sup>th</sup> hour after coming on duty, following 10 consecutive hours off duty.</li> <li>• Driving is not permitted if more than 8 hours have passed since the end of the driver's last off-duty or sleeper-berth period of at least 30 minutes (the 30-minute rest break requirement does not apply to 100 air-mile radius short haul operations drivers, or to operators of property-carrying commercial motor vehicles not requiring a commercial driver's license).</li> <li>• Drivers shall not operate property-carrying commercial motor vehicles for any period after having been on duty 60 hours in any 7 consecutive days; or for any period after having been on duty 70 hours in any 8 consecutive days.</li> </ul> <p><b>NOTE 1:</b> <i>A driver may restart a 7/8 consecutive day period after 168 or more consecutive hours have passed since the beginning of the last such off-duty period, and after taking 34 or more consecutive hours off duty that includes two periods from 1 a.m. to 5 a.m.</i></p> <p><b>NOTE 2:</b> <i>Long-haul trucks transporting certain hazardous materials, such as security-sensitive radioactive materials, may be eligible for certain exemptions regarding when and where a driver can use the 30-minute rest break requirement. Check with your Safety Manager for clarification, as needed.</i></p>	I	49 CFR 395.3; 49 CFR 395.1(e)
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### 3.0 REFERENCES

#### 3.1 Source References

10 CFR 851, U.S. Department of Energy, *Worker Safety and Health Program*

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49 CFR 395.3, U.S. Department of Transportation, Federal Motor Carrier Safety Regulations, *Hours of Service of Drivers - Maximum Driving and On Duty Time*

49 CFR 395.1(e), U.S. Department of Transportation, Federal Motor Carrier Safety Regulations, *Hours of Service of Drivers - Short-haul operations*

Current Labor Agreement Between Hanford Mission Integration Solutions, LLC (HMIS) and Hanford Atomic Metal Trades Council (HAMTC), AFL-CIO,

Current Labor Agreement between Hanford Mission Integration Solutions, LLC and Hanford Guards Union Local 21 Affiliate of International Guards Union of America,

### 3.2 Working References

HMIS-PRO-HR-036, *Exempt Overtime, Compensatory Time, Flex-Time and Shift Differential*

HMIS-PRO-HR-037, *Salaried Non-Exempt Overtime and Shift Differential*

HMIS-PRO-TRANS-37561, *Department of Transportation Federal Motor Carrier Safety Management Plan*

HMIS-PRO-FA-045, *Labor Charging*