

Requirements Documents

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Working Alone - Two Employee Rule

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- No USQ Required

JHA: Administrative

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Change Summary

Description of Change

Rev 0-3: Source document updated to add 10CFR851.20 (a) (6) and (9)

Publication correction 12816: Updated SME

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1.0 PURPOSE AND SCOPE

This Level 2 Requirements Document identifies the requirements for assigning employees to work alone. These requirements are applicable to Hanford Mission Integration Solutions (HMIS) employees involved in HMIS scope of work. This document partially implements the ISMS Core Functions #1, Define Scope of Work, #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.

These requirements are intended for operations, maintenance and construction type work and are not intended to apply to office activities, emergency response work-scope, or protective force work-scope. Personnel assignments for emergency response work-scope of the Hanford Fire Department (HFD) and personnel assignments for protective force work-scope of the Hanford Patrol (HP) are covered by HFD and HP internal procedures, as verified by the Interpretive Authority (IA) of this HMIS Requirements Document.

2.0 REQUIREMENTS

#	Requirement	Type V or I	Source
1.	<p>Two Employee Rule</p> <p>To ensure employees assigned to perform work are provided aid in a timely manner, a minimum of two employees shall be assigned to remote locations and unoccupied facilities (facilities may become unoccupied during off shift hours), unless assignment of a single individual is mutually agreed upon by employees, supervision, and safety, subject to the following conditions:</p> <ul style="list-style-type: none"> • The hazards have been analyzed and evaluated and it has been determined that the scheduled activity does not require the presence of two or more employees. Controls with required actions shall be documented using a job hazard analysis, Craft Specific Hazard Analysis (CSHA) or Work Document and communicated to the employee prior to working alone. 	I	<p>10CFR851.22(a)(1)</p> <p>And</p> <p>10CFR851.20(a)(6) and (9)</p>

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

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	<ul style="list-style-type: none"> • The employee must agree that the contingencies developed for potential emergencies are sufficient to provide aid in a timely manner. • Appropriate emergency actions will be developed and communication method(s) (<i>radio, telephone, cellular phone, face-to-face scheduled check-ins, or other methods</i>) shall be provided. • Periodic contact shall be made to verify the well-being of the employee working alone, with pre-determined action initiated if the employee does not respond. 		
2.	<p>Pre-Job Planning for lone work shall include emergency preparedness requirements as applicable:</p> <ol style="list-style-type: none"> a. Identify emergency response actions for specific hazards including hazards from nearby locations. b. Identify suitable take cover facility. <p>NOTE: Things to consider are:</p> <ul style="list-style-type: none"> • Communications capabilities. • Restrooms. <ol style="list-style-type: none"> c. Identify how notification of protective actions will be received (i.e., siren, tone alert radio, pager, radio, etc.). 	I	DOE/RL-94-02, Sections 2.2.1.1 and 7.2.3

3.0 REFERENCES

3.1 Source References

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

DOE/RL-94-02, *Hanford Emergency Management Plan*