



PERFORMANCE DOCUMENT COVER PAGE

NOTE: If the following document is printed, this cover page must be attached to the front and the required information filled in below.

Date Printed: _____ Dates Rev. No. Checked: _____

Document Number: _____ Revision Number: _____

Title: _____

Person Checking Revision Number: _____

The attached document was printed from the online Performance Document System. The user must check that the hard copy revision number matches the revision number of the controlled document in the online Performance Document System. For future use, confirm the revision number's accuracy online and record dates that the revision number was checked.

Section Below Completed by the Performance Document Group Only

Document Type: [] Administrative [] Technical [] Standard Practice [] Alarm Response Emergency

Required Review Date: _____ Date Required Review Completed: _____

Document Status: [] Maintain As Is [] Revise [] Delete

If "Maintain As Is," Next Required Review Date: _____

If "Revise" or "Delete," Due Date: _____



United Cleanup Oak Ridge LLC

OWNER: Safety, Systems, and Services	POL-UCOR-308	REVISION: 6
SUBJECT MATTER AREA: Absences	PREPARER: Gary S. Higdon	Page 1 of 3
POLICY	CONCURRENCE/DATE: A. J. Reed 12/19/23 [Approval Signature on File]	
TITLE: RETURNING TO WORK SAFELY	APPROVED BY/DATE: Chris Thursby 12/13/23 [Approval Signature on File]	
USQD <input checked="" type="checkbox"/> UCD <input type="checkbox"/> CAT X <input type="checkbox"/> EXEMPT <input type="checkbox"/>	EFFECTIVE DATE: 1/8/24	
USQD/UCD/CAT X No: PSW-MS-POLUCOR308-2331	REQUIRED REVIEW DATE: 1/8/27	
Exhibit L Mandatory Contractor Document: No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>		

This document is approved for public release per review by:

David Hamrin 11/30/23
UCOR Classification Date
Information Control Office

POLICY STATEMENT

This policy ensures the safety and health of all employees and the public is protected when employees are returned to work following non-occupational injury/illness of any duration and occupational illness/injury.

This policy applies to all United Cleanup 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 U.S. Department of Energy (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 for non-occupational injuries until it has been determined by UCOR Health Services, Labor Relations, Human Resources, and Supervision that the employee can safely perform the duties of their position.

OWNER: Safety, Systems, and Services	POL-UCOR-308
RETURNING TO WORK SAFELY	REVISION: 6
	Page 2 of 3

For significant non-occupational health conditions that require:

- hospitalization, or
- outpatient surgery (of any duration), or
- an absence of 40 constitutive work hours or more,

the employee must report to UCOR Health Service prior to reporting 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.

Employees will not be returned to work for non-occupational injuries until it has been determined by UCOR Health Services, Labor relations, Human Resources, and Supervision that the employee can safely perform the duties of their position.

For non-occupational health conditions that may affect the employee’s fitness for duty including non-occupational limitations, the employee:

1. Sees Personal Care Provider as needed.
2. Notifies immediate supervision.
3. Calls UCOR Health Services.
4. Reports to UCOR Health Services.

For occupational injury or illness, UCOR Health Services, Supervision, and the Safety and Health (S&H) Operations Manager or designee will coordinate employees’ return to work. Employees will not be returned to work for occupational injuries until it has been determined by UCOR Health Services and Supervision that the employee can safely perform the duties of their position.

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.

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 employer.

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.

OWNER: Safety, Systems, and Services	POL-UCOR-308
RETURNING TO WORK SAFELY	REVISION: 6
	Page 3 of 3

REVISION LOG			
Revision	Effective Date	Description of Changes	Pages Affected
6	1/8/24	Intent change. Expanded Worker Responsibilities and reporting requirements.	All
5	11/22/22	Non-intent change. Updated company name and logo. Updated to terminology in DIR-UCOR-600 as necessary.	All
4	6/29/21	Non-intent change. Policy is no longer considered EXEMPT per Nuclear Safety. Recorded new screen number. Updated company name and logo.	All
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