



# U.S. Department of Energy

Oak Ridge Operations

ORO O 340  
Chapter III

DATE: 09-07-96

## SUBJECT: EMPLOYEE ASSISTANCE PROGRAM

---

1. PURPOSE. This Chapter correlates to DOE O 343.1 (formerly DOE 3792.1A), EMPLOYEE ASSISTANCE PROGRAM, dated May 14, 1992, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces OR 3792.1, EMPLOYEE HEALTH AND COUNSELING PROGRAMS, dated February 24, 1985.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff.
4. RESPONSIBILITIES.
  - a. Director, Personnel Division, administers the Occupational Health Services Program and the Employee Assistance Program including:
    - (1) Operating the Health Units in the Oak Ridge Federal Building and at OSTI.
    - (2) For employees whose duty station is in the Oak Ridge, Tennessee; Paducah, Kentucky; or Portsmouth, Ohio, commuting areas:
      - (a) Schedules in-service medical examinations, and
      - (b) Arranges for advice or assistance from contractor physicians as required, or
      - (c) Assists in procurement of locally provided health services.
    - (3) Coordinating the disposition of requests for the release of medical information.
    - (4) Coordinating safety or occupational health matters with the Safety and Health Division, as required.
    - (5) Submitting periodic and special reports regarding the operation of each program.
  - b. Chief Counsel concurs in the disposition of requests for the release of medical information.
  - c. Director, Safety and Health Division, provides advice or assistance as required on safety or occupational health matters.

d. ORO and OSTI Principal Staff.

- (1) Arrange for occupational health services (see Attachment 1 of this Chapter) to the extent feasible for employees whose duty station is outside of the Oak Ridge, Tennessee; Paducah, Kentucky; or Portsmouth, Ohio commuting areas.
- (2) Ensure that subordinate supervisors remain aware of the Employee Assistance Program policies and of their responsibilities under that program.

e. Occupational Health Nurse.

- (1) Serves as Coordinator of the Employee Assistance Program.
- (2) Provides emergency diagnosis and first treatment of injury or illness to Federal and contractor employees, as appropriate, when these occur during duty hours.
- (3) Provides services to current employees as described in Attachment 1 of this Chapter.

f. Supervisors.

- (1) Arrange for emergency diagnosis and first treatment of injury or illness (see paragraph 1a of Attachment 1 of this Chapter) when this becomes necessary during working hours.
- (2) Refer employees to the Employee Assistance Program Coordinator when circumstances suggest that the employee appears to have a problem with alcoholism, drug abuse, or other medical, behavioral, or emotional problems.

Note: Final diagnoses require professional competence in the field and are a responsibility of the program staff.

5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS.

Attachment 1 - Occupational Health Services Program.

### OCCUPATIONAL HEALTH SERVICES PROGRAM

1. SCOPE. For employees whose duty station is in the Oak Ridge, Tennessee; Paducah, Kentucky; or Portsmouth, Ohio, commuting areas, the program includes:
  - a. Emergency diagnosis and first aid treatment of injury or illness when this becomes necessary during working hours and it is within the competence of available professional resources of the ORO or OSTI Health Unit. When first aid treatment at a Health Unit is not available, the employee may be taken to a nearby physician or medical facility at the request of the employee or someone acting on his/her behalf.
  - b. Voluntary in-service medical examinations as provided in paragraph 2 below.
  - c. Administration by the Occupational Health Nurse as time permits of treatments and simple medications:
    - (1) Prescribed by a physician providing medical care when such treatments are within the capabilities of the Health Unit, or
    - (2) Furnished by the employee.
  - d. Health education by the Occupational Health Nurse as time permits to encourage employees to maintain their personal health.
  - e. Immunizations and specific disease screening examinations on a voluntary basis.
  - f. Referral of employees at their request to private physicians, dentists, or other community health resources.
  - g. Counseling or referral of employees who appear to have problems with alcoholism, drug abuse, or other medical, behavioral, or emotional problems which are affecting their on-the-job performance.
2. PERIODIC IN-SERVICE MEDICAL EXAMINATIONS.
  - a. A "complete" examination consists of two schedule visits at the appropriate contractor medical facility (see subparagraph 2e below): the first for multiphasic tests and the second for a personal examination by a physician. A "partial" examination normally involves only one visit for multiphasic tests; a physician reviews the results but sees an employee personally only if specific test results warrant it.

- b. Each employee is notified whether the examination indicates that his/her physical condition is satisfactory or unsatisfactory.
  - (1) If the employee's condition is unsatisfactory, the notification will include the specific findings which indicate a need for protecting or improving the employee's health. If the physical examination reveals a condition requiring work restrictions, the supervisor, the Personnel and Management Analysis Branch, and the Safety and Health Division will be notified by letter.
  - (2) Treatment for any deficiency revealed by these examinations is the responsibility of the employee and his/her personal physician, unless the condition falls within the coverage of the Federal Employee's Compensation Act.
- c. Personnel Division shall make times available for "complete" or "partial" examinations in accordance with the following schedule:
  - (1) Couriers, Reactor Operations Division, and Y-12 Site Office personnel are eligible for complete examinations:
    - (a) Initially after completing 12 months of service, and
    - (b) Every 12 months thereafter.
  - (2) Employees with respirator certification, employees of the Emergency Operations Center, and employees in the Personnel Security Assurance Program shall have "complete" examinations on an annual basis.
  - (3) Other employees age 45 or over are eligible for "complete" examinations:
    - (a) Initially after completing 18 months of service, and
    - (b) Every 18 months thereafter.
  - (4) All other employees are eligible for alternating "partial" and "complete" examinations as follows:
    - (a) "Complete" examinations after completing 18 months of service and every 36 months thereafter.
    - (b) "Partial" examinations after completing 36 months of service and every 36 months thereafter.

- d. Participation in this in-service medical examination program is voluntary. If an employee does not wish to participate, he/she should advise the Occupational Health Nurse so that scheduled examination periods can be made available to other employees.

NOTE: Examinations under the Occupational Health Services Program are distinct from fitness-for-duty examinations, which are mandatory when ordered by management in appropriate circumstances.

- e. Physical examinations scheduled in accordance with subparagraph 2c of this Attachment shall be conducted by the following medical facilities:
- (1) The Y-12 Plan Dispensary for couriers, Emergency Operations Center personnel, Engineering Services Division, and Y-12 Site Office personnel.
  - (2) The Oak Ridge National Laboratory Dispensary for all other employees whose duty station is in the Oak Ridge commuting area.
  - (3) The Lockheed Marietta Energy Systems plant dispensaries for employees whose duty stations are in the Portsmouth and Paducah commuting areas.
  - (4) The Southeastern Universities Research Association medical facility for personnel at the Thomas Jefferson National Accelerator Facility Site Office.
  - (5) The U.S. Public Health Service, Federal Occupational Health Region VII, for Weldon Spring Site Office personnel.