

APPENDIX E

OR CONTROL FORM - OR DIRECTIVE

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PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORIG 5480.8A, CONTRACTOR OCCUPATIONAL MEDICAL PROGRAM**
2. PURPOSE OF TRANSMITTAL: \_\_\_ New Directive  X  Revised Directive \_\_\_ Page Change
3. APPLICABLE TO CONTRACTORS:  X  Yes \_\_\_ No If yes, identify:
4. SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:  
Updated from OR 5480.8 to ORIG 5480.8A.

5. CONTACT POINT:  Alan Trivette   SE-33   576-0858   
Name Organization Telephone

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PART B (To be completed by the Personnel and Management Analysis Branch (PMAB))

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
OR 5480.8	5-10-88	OR Control Form	9-8-92
		ORIG 5480.8A	9-8-92

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Jennifer H. Cusick, AD-440   9/8/92   
Management Analyst, AD-440 Signature Date

# U.S. Department of Energy

## IMPLEMENTATION GUIDANCE

OAK RIDGE FIELD OFFICE

ORIG 5480.8A

9-8-92

**SUBJECT: CONTRACTOR OCCUPATIONAL MEDICAL PROGRAM**

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1. PURPOSE. This Oak Ridge Implementation Guidance (ORIG) correlates to DOE Order 5480.8A by assigning responsibility and accountability and providing administrative and contractual guidance to DOE Oak Ridge Field Office (OR) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This ORIG cancels and replaces OR 5480.8, CONTRACTOR OCCUPATIONAL MEDICAL PROGRAM, of 5-10-88.
3. APPLICABILITY. The provisions of this ORIG apply to the OR Principal Staff and contractors as provided by law and/or contract and as implemented by the appropriate Contracting Officers/Contracting Officers' Representatives (COs/CORs).
4. REFERENCES. None.
5. DEFINITIONS. None.
6. RESPONSIBILITIES - FEDERAL.
  - a. Director, Safety and Health Division:
    - (1) Serves as OR liaison with the DOE Headquarters Medical Director, coordinates contractor appraisals performed by his or her representative, and advises COs/CORs of findings and recommendations contained therein.
    - (2) Advises and assists COs/CORs in implementing the provisions of DOE 5480.8 and this ORIG by reviewing contractor practices regarding their implementation.
  - b. Contracting Officers' Representatives (CORs) for Management and Operating (M&O) Contracts ensure that contractors establish and maintain occupational medical programs that conform to DOE Order 5480.8 and this ORIG.

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DISTRIBUTION: All OR Elements and Contractors

INITIATED BY: Safety and Health  
Division

7. RESPONSIBILITIES - CONTRACTORS.

- a. Establish and maintain occupational medical programs that conform to DOE Order 5480.8 and this ORIG.
- b. Disclose individual medical records of employees to DOE safety and health officials when the specific information sought is needed for the performance of official duties.
- c. Ensure that all employees serving as Emergency Medical Technicians are certified by the appropriate organization of the state within which their facility is located.
- d. Develop and provide unclassified medical treatment fact sheets on all classified materials to offsite medical treatment facilities and physicians when an employee requires offsite treatment.

8. PROCEDURES. None.

9. RECORDS. The following records will be generated under this ORIG and will be maintained and disposed of in accordance with the DOE Records Management Program:

- a. Contractor Occupational Medical Appraisal Report.
- b. Corrective Action Plan.
- c. Status Reports.

10. ATTACHMENTS. None.

*Original Signed By*

Daniel H. Wilken  
Assistant Manager  
for Administration