

Escort Ratio

Just a reminder regarding the escort ratio for visitors. During NRC Threat Level Advisories, senior management may implement the lowering of escort ratios for protected and vital areas. The current escort ratio for protected and vital areas at KPB is 1:2. Exemptions to the lower escort ratios will require approval in writing from the Site Vice President.

Fitness for Duty Program Reminder

As you are aware, prior to the granting of unescorted access to NMC nuclear sites, workers must complete nuclear screening to determine fitness for duty, trustworthiness and reliability.

Once a worker is granted access (badged or as a visitor), NMC relies on its **continual behavioral observation program (CBOP)** for monitoring behavior to assure continued fitness for duty, trustworthiness and reliability. To effectively implement the CBOP, workers need to know what to look for and how to respond.

Security periodically performs self-assessments and reviews industry events and NRC inspection results to identify emerging issues. This program update addresses issues, in a question and answer format, regarding implementation of CBOP at KPB, within the NMC fleet, and throughout the nuclear industry.

To assist you in effectively implementing CBOP at KPB, please review the following Q&A:

1. How can I tell when a worker is not "fit for duty"?

Observing a change in a worker's typical behavior pattern might indicate a worker is not fit for duty. Look for changes in work performance, social interactions, and personal health. For additional information on what to look for, review the behavior observation guide located on the NMCNET (go to Operations menu and click on Security Services). Remember, in addition to illegal drug use or abuse of alcohol, other factors may affect fitness, including temporary mental or physical impairments and activities outside of work.

2. What should I do if I question the fitness of a worker?

Immediately contact a supervisor. If your supervisor is not immediately available, contact the Site Security. You should also attempt to continue observing the worker until your supervisor arrives.

I-B

As a supervisor, your most important responsibility is to take action.

Supervisors have the option of temporarily modifying work assignment, authorizing time off, referring a worker to the Employee Assistance Program or initiating for-cause testing.

For-cause testing is required when behavior indicates possible substance abuse or credible information is received that an individual is abusing drugs or alcohol. Smell of alcohol warrants for-cause testing.

As a supervisor, maintain your observation of the worker until you disposition the FFD information.

3. What should I do if I believe my supervisor is not fit for duty?

Immediately contact your supervisor's supervisor or Site Security.

4. What should I do if I smell alcohol on a worker?

Immediately contact a site supervisor. The smell of alcohol may indicate an individual is not fit for duty. If a supervisor is not immediately available, contact Site Security. You should also attempt to continue observing the worker until a supervisor or Site Security arrives.

Other possible indicators of alcohol misuse include unsteady gait or slurred speech. Again, one of your basic FFD responsibilities is to report immediately to your supervisor the observation of any of these indicators.

Failure to report the smell of alcohol, or any other possible indicator of alcohol misuse, is a violation of the FFD Program and will result in denial of access at NMC Sites.

5. If arrested, charged, or convicted for violation of a law, what is my reporting responsibility?

All workers granted unescorted access to NMC nuclear plants shall report any arrest, charge, or conviction to their supervisor. This includes violation of any Local, State or Federal law, ordinance or regulation. The only reporting exception is minor traffic violations such as illegal parking, speeding, or expired plates. Other traffic violations, such as BWI, DWI, careless driving, driving after revocation or suspension, are reportable. Supervisors are responsible for reporting arrests, charges, or convictions to Site Security.

Ultimately, fitness for duty is the responsibility of each worker. Each of us is personally responsible for reporting to work in the appropriate mental and physical condition to perform assigned work in a competent and safe manner. Should you feel unfit or question the fitness of a co-worker, your basic responsibility is to report the concern to your supervisor.

If you have any questions or concerns, please call your Site FFD Coordinator, Darlene Peters, at (920) 755-7811.