

Summary of Changes

to

P 440.1-31B

Occupational Medicine Program Implementation

Revised Version Issued as P 440.1-31C of 1/27/05

NETL Procedure 440.1-31B, Occupational Medicine Program Implementation, of 1/20/04, has undergone minor revisions. These revisions, which were made after a review of the Procedure, include minor rewording to better reflect procedure implementation. Please replace NETL Procedure 440.1-31B with NETL Procedure 440.1-31C.

The most recent and official controlled hard copy version of this directive resides with NETL's Directives Coordinator. An electronic version of the controlled directive has been placed on the NETL Intranet for employee use. Printed hard copies of this electronic version are considered noncontrolled documents.

U.S. Department of Energy

National Energy Technology Laboratory

PROCEDURE

P 440.1-31C

ISSUED: 1/27/05

REVIEWED: 1/27/05

SUBJECT: OCCUPATIONAL MEDICINE PROGRAM IMPLEMENTATION

1. PURPOSE. To establish the roles, responsibilities, and processes for implementing NETL's Occupational Medicine Program. This program provides medical, occupational health, and wellness program support for NETL employees through operation of its Occupational Health Units.
2. CANCELLATION. This Procedure replaces NETL Procedure 440.1-31B, Occupational Medicine Program Implementation, of 1/20/04.
3. REFERENCES.
 - a. DOE Order 341.1, [Federal Employee Health Services](#).
 - b. DOE Order 440.1, [Worker Protection Management for DOE Federal and Contractor Employees](#).
 - c. DOE Guide 341.1-1, [Guide on Federal Employee Occupational Medical Programs](#).
 - d. DOE Guide 440.1-4, [Contractor Occupational Medical Program Guide](#).
 - e. NETL Order 440.1, [Safety and Health Program](#).
 - f. NETL Operating Plan 440.1-1, [Industrial Hygiene and Occupational Medicine Program](#).
 - g. NETL Procedure 440.1-12, [Worker Protection Program Implementation](#).
 - h. NETL Procedure 440.1-13, [Hazard Communication Program](#).
 - i. NETL Procedure 440.1-14, [Workplace Monitoring](#).
 - j. NETL Procedure 450.4-8, [ES&H Training Process](#).

INITIATED BY: Office of Institutional and Business Operations
NO. OF PAGES/ATTACHMENTS: 9 pages

- j. Forms:
 - (1) NETL F 440.1-31/1, [Termination Health Status Review](#).
 - (2) NETL F 440.1-31/3, [Medical Surveillance \(Mandatory\) Health Evaluation Declination](#).
- k. Statutory ES&H Standards:
 - (1) 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
 - (2) 29 CFR 1910.1020, Access to Employee Exposure and Medical Records.
 - (3) 29 CFR 1960, Federal Employee Occupational Safety and Health Programs.
 - (4) 45 CFR Parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information.

4. DEFINITIONS.

- a. AED -- Automatic External Defibrillator.
- b. At-Risk Employees -- Employees who have the potential for routine exposure to hazards while executing their job duties.
- c. Hazardous -- Any biological, chemical, or physical substance that may cause personal injury or illness to an employee.
- d. Medical Surveillance -- The processes and procedures established to ensure that employees holding positions with medical or physical considerations receive appropriate medical review to safeguard their health and safety.
- e. Occupational Medicine -- A specialty branch of the profession of medicine that deals with the health protection and health maintenance of employees, with special reference to job hazards, job stresses, and work environment hazards.
- f. OHU -- Occupational Health Unit. Consists of a facility and qualified staff that conduct health evaluations, examinations, treatment, information dissemination, and other health-related activities, which contribute to the health and well-being of NETL personnel.

5. QUALITY CONTROL.

- a. NETL's **Federal** Occupational Medicine Program Manager shall provide oversight and guidance to ensure that NETL's Occupational Medicine Program and its OHUs are in compliance with applicable OSHA, DOE, and NETL regulations and/or requirements.

- b. ES&H SSC Management shall implement quality control aspects of NETL's OHUs in accordance with applicable OSHA, DOE, NETL, and contract requirements.
- c. OHU medical staff shall practice in accordance with current accepted medical practices.

6. RESPONSIBILITIES.

- a. Office Directors shall ensure that adequate financial and personnel resources are available to maintain the Occupational Medicine Program for the health and well-being of site employees.
- b. Line Managers shall:
 - (1) Ensure that their employees are informed of the availability and functions of NETL's OHU.
 - (2) Ensure that "at-risk" employees receive and complete annual mandatory medical exams offered by the OHU.
 - (3) Assist medical and HR staff in determining if an employee is fit for duty.
 - (4) Provide to the OHU a summary of their employees' potential and actual exposures to hazardous agents, a description of their tasks (e.g., job or task descriptions), and personal monitoring results.
- c. HR Staff shall:
 - (1) Assist the line manager and medical staff in determining if an employee is fit for duty.
 - (2) Notify the OHU of the need to schedule an employee for a baseline health evaluation.
- d. IH Staff shall assist line managers in identifying positions that are subject to hazardous exposures.
- e. OHU Staff shall:
 - (1) Provide medical, occupational health, and wellness program support to NETL employees, including but not limited to:
 - (a) Medical surveillance.
 - (b) Comprehensive medical examinations.

- (c) Hearing conservation.
 - (d) Wellness programs (e.g., smoking cessation, general health, exercise and nutrition advice, seat belt safety, first aid, CPR, and bloodborne pathogens training).
 - (e) Fitness assessments.
 - (f) Professional consultation with respect to ergonomic assessments.
 - (g) Case management of occupational illnesses/injuries.
 - (h) Medical referral service.
 - (i) First aid and emergency care.
- f. **Federal** Occupational Medicine Program Manager shall:
- (1) Provide oversight and guidance in the operation of NETL's OHUs.
 - (2) Ensure that required procedures are developed and implemented to administer and operate the Occupational Medicine Program at NETL.
 - (3) Oversee the establishment of policies and procedures for employee use of the OHUs.
 - (4) Provide support for implementing wellness programs.
 - (5) Ensure that employee medical records are maintained and accessible by the employee.
- g. Employees shall:
- (1) Report for all scheduled annual screenings and exams.
 - (2) Read and follow all requirements set forth in this Procedure.

7. TRAINING REQUIREMENTS.

- a. Personnel shall receive required training in accordance with the NETL Training Procedure.
- b. All employees shall have the opportunity to receive training in the basic elements of first aid, cardiopulmonary resuscitation (CPR), and refresher training. In addition to first aid and CPR, designated employees shall also receive AED training.

- c. Health services personnel shall receive appropriate training to maintain licensure/certification.
- d. The OHU medical staff shall be knowledgeable in applicable OSHA regulations and injury/illness recordability guidelines and in current Federal and State Workers' Compensation laws through ongoing continuing education.

8. DOCUMENT CONTROL.

- a. A medical record shall be developed and maintained for each employee for whom medical services are provided.
- b. All employee medical records shall be kept accurate and confidential.
- c. Employee medical records shall be adequately protected and stored permanently. Upon termination, Federal employee medical records shall be sent to Human Resources for storage in Federal archives. Terminated contractor employee medical records shall be stored in accordance with DOE Guide 440.1-4.
- d. Disclosure of information shall be made only with the employee's written consent, verbal consent in an emergency, or as required or protected by law.
- e. Employees shall be granted access to their own medical records in accordance with 29 CFR 1910.1020.

9. PROCEDURE.

- a. Licenses -- Health services shall be provided under the direction of licensed physician(s). Nursing services shall be provided by licensed professional nurses.
- b. Maintenance of a Healthful Work Environment -- OHU medical staff shall:
 - (1) Conduct regular work site visits to identify work-related or work site hazards and their possible health risks to employees.
 - (2) Have the opportunity to participate in NETL's ES&H-related review teams and processes to facilitate the exchange of information.
 - (3) Communicate the results of health evaluations to management and to those responsible for mitigating work site hazards.
- c. Classes of Health Evaluations -- The determination of which type(s) of health evaluation(s) an employee must complete is a collaborative process involving the line manager, medical staff, and HR staff.

- (1) **Baseline Health Evaluation** -- A general physical examination shall be performed on employees **when** hazards are associated with work execution.
 - (a) The examination shall determine baseline information and focus on the health and/or physical factors associated with the potential hazards/risks of the position.
 - (b) The OHU shall be notified by the servicing HR office of the need to schedule an examination -- for a new or transferred employee.
- (2) **Medical Surveillance (Mandatory) Health Evaluation**
 - (a) Employees who have the potential for routine exposure to hazards while executing their job duties shall undergo an annual comprehensive medical examination by the site physician (at no cost to the employee) or their private physician (at employee's expense). The content of the examination shall be determined by the site physician.
 - (b) Employees who are required to complete a mandatory medical exam include:
 - Employees who have been exposed, have the potential for exposure, or are routinely exposed to hazardous substances or health hazards at or above the permissible exposure limit without regard to the use of PPE. Examples include, but are not limited to, exposure to noise, electricity, temperature extremes, height, dangerous equipment.
 - Employees who have been exposed, have the potential for exposure, or are routinely exposed to toxic substances and/or carcinogens.
 - Employees required to wear Level A, B, or C PPE.
 - Employees on HazMat/Rescue teams.
 - Employees who wear a respirator.
 - Employees who work with Class 3b or Class 4 lasers and/or laser systems.
 - Employees who are exposed or have the potential for exposure to bloodborne pathogens.

- Employees who change to a job position with hazards.
- (c) Employees who decline completion of the annual mandatory medical examination shall be required to sign a Medical Surveillance (Mandatory) Health Evaluation Declination form (NETL F 440.1-31/3). Line managers/supervisors are responsible for making the final determination as to whether the employee can continue to perform his/her assigned job duties following the declination of the Medical Surveillance (Mandatory) Health Evaluation. Documentation shall be provided on NETL F 440.1-31/3, Medical Surveillance (Mandatory) Health Evaluation Declination.
- (3) **Voluntary Health Evaluation** -- Voluntary comprehensive medical examinations shall be offered to NETL employees age 45 and over on an annual basis and to employees under age 45 biennially on a space available basis. The purpose of these evaluations is to provide employees with the periodic assessment of their health, to serve as a basis for medical intervention, and to establish a NETL health baseline for potential use in future comparison and/or epidemiological studies.
- (4) **Return-to-Work Health Evaluation**
- (a) Occupational Injuries/Illnesses -- All employees with an occupational-related injury or illness shall be evaluated by the OHU medical staff and shall obtain written clearance from the OHU before returning to work. The scope and content of this evaluation shall be determined by the OHU medical staff based upon the nature and extent of the injury or disease and should be sufficient to ensure that the employee may return to work without undue health risk to self or others. In addition, a Return-to-Work Release from any off-site treating physician(s) may be required prior to written clearance being issued by the OHU.
- (b) Non-occupational Injuries/Illnesses -- Employees who are absent from work 5 or more consecutive workdays (or 40 hours), undergo procedures or treatment that could negatively affect the employee's ability to perform in a safe and reliable manner, and/or are hospitalized due to a non-occupational injury or illness shall:
- Receive a health evaluation by the OHU medical staff (at no cost to the employee) sufficient to ensure that the employee's return to work will be without undue health hazard or accident risk to the employee or others, and
 - In addition, a written Return-to-Work Release from a private physician (obtained at the employee's expense) may be required at the discretion of the OHU medical staff. The Return-to-Work Release indicating return to full duty or specific work restrictions

shall be submitted to the employee's supervisor and a copy shall be provided to the OHU.

- (5) **Post-Incident Health Evaluation** -- A general physical examination shall be performed when a hazardous incident has occurred. The type of exposure shall determine the content of the health evaluation.
- (6) **Termination Health Evaluation**
 - (a) Employees who are retiring, terminating, or separating from a position where there is an associated hazard, known occupational injury, illness, or exposure, if more than 1 year has elapsed since the last comprehensive medical examination, or at the site physician's discretion shall undergo a termination medical examination.
 - (b) Prior to termination, employees shall complete a Termination Health Status Review form (reference NETL F 440.1-31/1).

d. Treatment of Injuries and Illnesses

- (1) **Occupational Injury or Illness** -- An employee with an occupational injury, illness, or exposure shall receive prompt diagnosis and treatment. If necessary, transport of the employee by ambulance, employer, or other designated individual to a local emergency room or other medical facility shall be provided.
- (2) **Non-occupational Injury or Illness**
 - (a) On-the-job health care shall be given to assist NETL employees who become ill at work (e.g., acute illnesses) and the care shall be made available for what may be judged as short-term, self-limited conditions.
 - (b) On-the-job health care shall be given by the occupational medical staff, at no cost to the employee, as necessary to allay pain, discomfort, and anxiety; to allow completion of the workday; and to provide interim care prior to referral of the employee to his or her private physician.
 - (c) The objective of this "acute" care will be to return the worker to a state of health in the shortest possible time consistent with modern medical therapy.
 - (d) Employees who become ill at work shall be assessed by the occupational medical staff for the nature of illness, treated (if appropriate), and referred to private physician if further medical care is required.

- (e) Employees shall utilize the services of a private physician or private medical facility for care of recurring non-occupational injuries and illnesses.
- (f) As approved by the site physician, the OHU can administer vaccines and other medications furnished by the employee and prescribed by the employee's private physician.

Director, OIBO

The most recent and official controlled hard copy version of this directive resides with NETL's Directives Coordinator.
An electronic version of the controlled directive has been placed on the NETL Intranet for employee use. Printed hard copies of this electronic version are considered noncontrolled documents.