



West Virginia University®

ENVIRONMENTAL HEALTH & SAFETY

**MEDICAL  
SURVEILLANCE  
PROGRAM**

**Originated – August 17, 2017**

**WEST VIRGINIA UNIVERSITY**  
**OFFICE of ENVIRONMENTAL HEALTH AND SAFETY**  
**MEDICAL SURVEILLANCE PROGRAM**

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## **1.0 Purpose**

The Medical Surveillance Program is designed to complement the continual efforts to provide a safe and healthy work environment for WVU employees. This program is intended to protect workers from hazards which can be reasonably anticipated but are not specifically covered by federal regulations. The program is also to complement the Occupational Safety and Health Administration's (OSHA) medical surveillance requirements. The Medical Surveillance program seeks to provide safe job placement of employees; to satisfactorily maintain employee health and to ascertain the effectiveness of hazard control methods. The Medical Surveillance Program responsibilities are as follows:

**1.1** To ensure that employees appointed to specific positions and responsibilities receive appropriate medical examinations and exposure surveillance in a timely manner.

**1.2** To monitor the employee's medical status in the following situations: immediately upon employment, during the performance of the duties and responsibilities of their designated position and upon exiting employment.

**1.3** To comply with medical surveillance examinations that are mandated by federal and state laws. Failure or refusal of an employee to undergo required medical testing, as determined by this program, shall constitute a refusal to perform the normal and reasonable duties of the position. In such event, administration has the authority to commence appropriate disciplinary action up to and including termination of employment.

## **2.0 Scope**

This procedure is used for the identification of required medical surveillance for new and existing WVU employees. The Medical Surveillance Program provides the methods and the means to detect and counsel employees regarding potential and actual work-related adverse health complications. These physiological changes can include but are not limited to: exposures to physical hazards; exposure to biologicals, chemicals or radioactive substances.

**2.1** The Medical Surveillance program applies to West Virginia University employees and student employees that may come into contact with hazardous materials as listed above.

**2.2** Medical surveillance shall apply to job classifications that require "fitness-for-duty" examinations. These job positions, typically, impact public safety or require safety-sensitive duties.

**2.3** Medical surveillance of employees is also used to measure the effectiveness of engineering and administrative controls. Medical surveillance testing may involve biological surveillance as indicated by the WVU Occupational Medicine.

### 3.0 Definitions

**Action Level** - A concentration designated in 29 CFR part 1910 for a specific substance, calculated as an 8-hour time-weighted average, which initiates certain required activities such as exposure surveillance or medical surveillance.

**Animal Allergy** - An allergic response to contact with animals. A condition that can be immediate or develop with prolonged contact. Generally, species-specific allergies can be prevented by limiting the intensity and time of exposure to animals.

**Audiogram** - A chart, graph or table resulting from a hearing test showing an individual's hearing sensitivity as a function of frequency.

**Audiometric Testing** - Environmental Health and Safety (EHS) has established a Hearing Conservation Program where audiometric testing is made available to all employees whose noise exposures equal or exceed an 8-hour time-weighted average of 85 decibels on the A- Scale. Employee audiograms will be maintained at WVU Occupational Medicine.

**Contractors** - Those not fully supported by WVU Medical Surveillance Program funding. An example includes West Virginia University's Research Corporation, whose employees are paid to participate with WVU research.

**EHS** - Environmental Health and Safety

**Employee Medical Record** - A record concerning the health status of an employee that is maintained by WVU Occupational Medicine.

**Exit Examination**- A final medical examination provided to medical surveillance participating employees who have worked with OSHA regulated materials and/or carcinogens. Exit examinations are performed by WVU Occupational Medicine.

**Exposure- Occupational** - Accidental, past incidents or "reasonably anticipated" exposures where an employee has been subjected to toxic chemicals, biological agents or harmful physical agents such as noise and radiation, in the course their work duties. Exposures can occur through: inhalation, ingestion, skin contact or past exposure.

**Employee Exposure Measurements** - For chemical hazards or physical hazards that are measured for the employee that include:

- Air Contaminants exposure measurements are employee breathing zone measurements during an employee's normal workday and other working conditions as well.
- Audiogram is a hearing test performed on the ears that uses a chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency.
- Dosimetry Noise Measurements measure or monitor the actual noise levels in the workplace or noise exposure or "dose" received by employees during the workday.

- **Biological measurement** - The measurement of tissue levels of toxic contaminants or metabolites. Biological surveillance is performed by WVU Occupational Medicine.

**Employee Exposure Record** - Environmental (workplace record) surveillance or measuring of a toxic substance or harmful physical agent to include personal air sample, area air sample, grab, wipe, or other form of sampling.

**Employer Notification of Medical Examination** - A medical surveillance examination report given to the employer, after the employee included in the medical surveillance program and has been examined per the medical surveillance requirements. This report determines if an employee is able to perform essential job functions and/or wear a respirator. A copy will be forwarded to the immediate supervisor, Human Resources Medical Management and EHS staff.

**Job Hazards** - Include air contaminants, chemical, biological, ergonomic or physical hazards that can cause harm or adverse health effects to employees in the workplace.

**Job: Pre-Employment/Post Offer and Fitness for Duty from WVU Occupational Medicine** - A pre-placement medical evaluation “requested prior to employment” by the employer to determine if a current employee is able to perform safety essential job functions. Fitness for Duty exams can be performed for return to work after a medical absence. Post-employment exams are offered at the end of employment.

**Job Task Assessment (JTA)** - A checklist form by Environmental Health and Safety which assesses job tasks/hazards that may require special work practices, engineering controls, personal protection and respiratory protection. (See link to JTA at <http://ehs.wvu.edu/health/medical-surveillance>. Click on “Job Task Checklist”).

**(WVU) Occupational Medicine** - The group that performs WVU Medical Surveillance. Medical Surveillance is the collection and analysis of health information on individuals or workers potentially exposed to harmful agents; for the purpose of identifying health effects at an early and hopefully reversible stage. WVU Occupational Medicine is the medical provider for the medical surveillance program for work-related injuries, Fit-for-Duty examinations, exit examinations and work-related exposures.

**OSHA Medical Surveillance** - Occupational Safety and Health Administration (OSHA) medical examinations for regulated chemicals is outlined in 29 Code of Federal Regulations Part 1910-Subpart Z. Regulating certain hazardous chemicals serves the purpose of detecting adverse health effects, which could possibly be related to workplace exposures. Early detection of disease will result in earlier treatment and will also allow for cessation of additional exposures that could aggravate a potentially serious medical condition.

**Occupational Exposure to Hazardous Chemicals in Laboratories Medical 29 code of Federal Regulations 1910.1450 Medical Surveillance** - A medical examination specifically for laboratory employees that work in the laboratory and are exposed to hazardous chemicals. An employee or lab worker can receive a medical examination if any of the 3 following conditions have occurred:

- Employee is involved in a significant laboratory spill of a hazardous chemical and an overexposure may have occurred.
- EHS determines that an employee has been exposed to a hazardous chemical over the Action Level or Permissible Exposure Level (EHS must include exposure surveillance data).
- Employee begins showing signs and symptoms of an overexposure to a chemical that was used in laboratory research.

**Permissible Exposure Limit (PEL)** – Occupational Safety and Health Administration Government codes that establishes maximum airborne concentrations levels to certain hazardous agents that a worker is allowed to receive in an eight-hour workday, forty-hour workweek.

**Pre-Employment Examinations** - These examinations are arranged through Human Resources and WVU Occupational Medicine for WVU job positions that have been identified by regulating agencies for safety sensitive jobs. (i.e., University Police Department, Commercial Driver's License etc.)

**Post-Employment Examination** - A final medical examination, scheduled through WVU Occupational Medicine, which is provided to medical surveillance participating employees who have worked with OSHA regulated materials and/or carcinogens,

**Positive-Pressure Respirator** - A respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

**Powered Air-Purifying Respirator (PAPR)** - An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

**Records Retention OSHA 20 CFR 1910.1020 Access to Employee Exposure and Medical Records** - "Access" to employee medical records where the employee has the right and opportunity to examine and copy medical records and exposure surveillance. Employees will be able to access their medical records upon written request.

**Special Emergency Examination** - The employee may be required to undergo an emergency medical examination due to the actual or potential for exposure to specific substances. Special emergency exams may be the result of an undocumented/documented single exposure or continual/chronic exposures not previously reported. Special exam exposures may require the employee to be included in the medical surveillance annual exam schedule or to be periodically monitored.

**Toxic Substance or Harmful Physical Agent** - Any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress, noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, hypo - or hyperbaric pressure.

## **4.0 Roles and Responsibilities**

### **4.1 West Virginia University Administration**

**4.1. A Vice President of Finance and Administration** provides the support and resources for the Medical Surveillance Program for main WVU campuses and to include: WVU Divisional Campuses, Health Sciences Campuses, Farms and any other entities.

**4.1. B Provost** provides support and resources for the Medical Surveillance Program and as a representative of departments under his/her administration. Support is provided to Human Resources and Environmental Health and Safety to meet the employee requirements for medical surveillance and the WVU personnel participation required by the program.

### **4.2 Medical Director**

**4.2. A** Oversees the Medical Surveillance program for WVU employees. The Medical Director works in conjunction with EHS to identify the hazardous health exposures and to place employees into the appropriate surveillance program. They will make all medical decisions within the surveillance program.

### **4.3 Environmental Health and Safety (EHS)**

**4.3. A** The Director of EHS, will select the Medial Surveillance participants and inform WVU Occupational Medicine.

**4.3. B** Job positions included in the Medical Surveillance Program will be identified by EHS in accordance with state and federal guidelines.

**4.3. C** EHS activities include the following:

**4.3. C.1** Provides occupational safety and health services to the WVU community, especially as they pertain to positions that require medical surveillance.

**4.3. C.2** Formulates and maintains Medical Surveillance

**4.3. C.2.ii** Developing hazard determination strategies.

**4.3. C.2.iii** Issuing the final determination regarding medical surveillance decisions.

**4.3. C.2.iv** Identifying medical surveillance job classifications for human resources and entering participants into safety software system.



**4.3. C.2.v** Conducting yearly audits.

**4.3. D** Conducts Job Task Risk Assessment surveys for job classifications to determine the extent of hazard and controls or provisions for personal protection equipment. (See link to request <http://ehs.wvu.edu/health/medical-surveillance> click on “Job Task Checklist”).

**4.3. E** Conducts worker exposure assessments to identify harmful agents. Industrial hygiene staff provides the employee(s) with a copy of their occupational exposure surveillance results. (See link to: <http://ehs.wvu.edu/request-for-service-form> )

**4.3. F** Conducts noise surveillance to identify employees in areas or operations requiring inclusion in a hearing conservation program.

**4.3. G** Confers with WVU Occupational Medicine as needed on medical advisement for work related exposures and needed medical surveillance.

**4.3. H** Issues the final employee medical surveillance determinations for program: entry, exiting, removal and job transferal with advice from EHS executive director.

**4.3. I** In the event of conflict involving medical surveillance decisions, the EHS executive director shall determine the employee’s participation.

**4.3. J** Provides supporting data to WVU Occupational Medicine regarding Job Task Assessments and Exposure Surveillance.

**4.3. K** Provides WVU Occupational Medicine with a list of job tasks and associated hazards which qualify participants into medical surveillance.

**4.3. L** Communicates with Human Resources departments regarding the list of job classification codes related to medical surveillance by integrating the Job Task Assessment Checklist into WV-Hire process.

**4.3. M** Provides the EHS biosafety officer with medical surveillance participants that perform research with the Animal Care and Use Committee (ACUC) and Institutional Biosafety Committees (IBC) supervision.

**4.3. N** Reviews the monthly employment listing with WVU Human Resources and Expert Business Office (EBO) to identify employees that are exiting, transferring or requesting release from the medical surveillance program.

**4.3. O** Develops and implements related health safety programs to support the medical surveillance program. Programs may include: Hearing Conservation, Hazardous Materials, Emergency Response and Respiratory Protection.

**4.3. P** Provides training, as requested or required, to staff (i.e. blood borne pathogen medical surveillance, respiratory protection, etc.)

**4.3. Q** Coordinates with departments to designate a Medical Surveillance Contact (MSC) from departments or colleges to: identify medical surveillance participants in their departments and to ensure that the employee attends their required medical appointments. The MSC will be the point of contact for WVU Occupational Medicine scheduling.

**4.3. R** Requires “Special Emergency Exams for employees as needed. Special testing may be required due to the potential for exposure to specific substances. Special emergency exams may be the result of a one-time exposure or a chronic exposure not previously reported. Special exam exposures may require the employee to be included in the annual exam schedule or to be periodically monitored.

**4.3. S** Audits the Medical Surveillance Program’s effectiveness. EHS may require departments to submit the necessary records for such periodic audits. These records will not include confidential employee medical examinations.

**4.3. T** Evaluate and revise the Medical Surveillance Program.

#### **4.4 WVU Human Resources**

Communicate with specified applicants, upon hiring, that medical surveillance by Occupational Medicine is a condition of their employment. Human Resources activities include:

##### **4.4. A Employment Services:**

**4.4. A.1** Ensures that job classification codes for medical surveillance are added to the job description by using the “Medical Surveillance Job Task Assessment Checklist form: (<http://ehs.wvu.edu/health/medical-surveillance>)

**4.4. A.2** Informs EHS when new-hired employees are marked for medical surveillance

**4.4. A.3** Provides Medical Surveillance Job Task Assessment Checklist forms to hiring supervisors.

**4.4. A.4** Informs EHS, when any new position or change to existing positions needs reviewed for medical surveillance applicability; upon revisions of job Position Information Questionnaires (P.I.Q’s).

##### **4.4. B Classification and Compensation:**

**4.4. B.1** Ensures that medical surveillance categories and Job Task Assessment form remains with each employee’s job assignment; until employee leaves the university.

**4.4. B.2** Provides EHS with a monthly listing of retired or exiting employees.

#### **4.4. C Human Resources Medical Management**

**4.4. C.1** Processes all reported employee claims relating to occupational injuries and diseases. Informs EHS with injuries and illnesses pertaining to medical surveillance program guidelines.

**4.4. C.2** Communicates with employee's immediate supervisor regarding job-duty modifications for medical surveillance purposes. Job modifications may include: altering the employees work practices; limiting work time in certain hazardous areas or modifying job duties of safety and health concern.

#### **4.5 WVU Finance Division-Expert Business Office (EBO) and Employee Processing Services (EPS) Responsibilities.**

**4.5. A** Implements the Job Task Assessment checklist form as a medical surveillance job-tracking mechanism for each job category: classified, non-classified and temporary, students and Faculty via the Expert Business Office.

**4.5. B** EBO assists WVU Payroll and Employee Processing Services (EPS) with the Job Task Assessment checklist form in order to implement the medical surveillance program for new employee hiring.

**4.5. C** EPS provides EHS with Job Task Assessment checklist form and a listing of employees that need to be entered into the Medical Surveillance Program.

#### **4.6 WVU Occupational Medicine**

**4.6. A Medical Director:** will oversee the Medical Surveillance program for WVU employees. They will work in conjunction with EHS to identify the hazard and place the employee into the appropriate surveillance program; also serves as the Medical Review Officer. They will make all medical decisions within the surveillance program. The Medical Director will ensure that WVU Occupational Medicine will:

**4.6. A.1** Provide medical services necessary to implement the medical aspects of the WVU Medical Surveillance Program including but not limited to: preplacement, annual surveillance, Fit-for-Duty and Commercial Driver's License examinations.

**4.6. A.2** Reports all pertinent findings to the employee. If additional medical testing is required as indicated by the program, testing shall be conducted with the employee's departmental approval and knowledge of workplace exposure.

**4.6. A.3** Provide medical advice regarding employee’s chemical, biological and physical hazards associated with their workplace.

**4.6. A.4** Inform EHS and employee’s supervisor of hazards that requires immediate corrective action and employee protection.

**4.6. A.5** Notify the employee that medical surveillance examination are: “at no charge or fee” to the employee.

**4.6. A.6** Make recommendations for medical removal from regular job tasks, if necessary, per applicable OSHA regulations. Recommendations are to be communicated to employee, medical management, employee’s supervisor and EHS.

**4.6. A.7** Provide medical consultation to the applicant/employee by which to contact his/her personal physician, when further advisement and treatment seem indicated.

**4.6. A.8** Provide medical records to be made available to employee upon written request.

**4.6. A.9** Provide EHS and Human Resources with an “Employer Notification of Medical Examination” letter stating the employee’s work status to conduct job tasks. Such work status recommendations may include: wearing respirators; provisional work practices or recommendations for additional medical testing. Additional medical testing will be referred to the employee’s primary care physician.

**4.6. A.10** Provide to EHS, Employee Supervisor, and Human Resources a notification when the employee misses a scheduled medical surveillance appointment.

#### **4.7 Departmental Administrators**

Deans/Directors or Directors /Supervisors will consult with EHS to implement provisions of the Employee Medical Surveillance Program. Department’s responsibilities include:

**4.7. A** Notifying employees if medical surveillance is required and notifying employees for medical exit examination.

**4.7. B** Providing Environmental Health and Safety with an updated list any time there is change in personnel or a change in job duties that may affect health and safety of the employee. Notifying human resources representative for job duty alterations and notifying Environmental Health and Safety when the employee’s pre-employment and exiting processes are completed.

**4.7. C** Requiring employees to participate in the medical surveillance program as indicated.

**4.7. D** Appointing a Medical Surveillance Contact (MSC) within the Department to communicate with EHS and WVU Occupational Medicine on scheduled medical examinations and modified job duties, when applicable.

**4.7. E** Initiating necessary disciplinary action to ensure that employees participate with the medical surveillance program requirements.

**4.7. F** Requiring the Dean, Director or Supervisor, in consultation with Human Resources, to make employability decisions based upon such medical determinations of WVU Occupational Medicine's Employer Notification.

**4.7. G** Consulting with Human Resources Medical Management regarding affected employee's modified duty plans.

**4.7. H** Collaborating with EHS to implement suggested engineering and administrative controls and work practices for WVU Medical Surveillance Program.

#### **4.8 Supervisors**

Supervisor responsibilities include:

**4.8. A** Verifying that employees are included in the Medical Surveillance Program by job description, hiring process and completion of Job Task Assessment form.

**4.8. B** Registering employees into the Medical Surveillance Program by instance of exposures to harmful chemical substances during the course of their work. Requiring employees to participate in the Medical Surveillance Program for Department of Transportation –Commercial Driver's License examinations.

**4.8. C** Permitting the employee to contact EHS or WVU Occupational Medicine for the following reason: if the employee job requirements identifies him/her to be in the medical surveillance program or if the employee suspects or knows that a work-related exposure has occurred.

**4.8. D** Documenting employee's requests for medical surveillance counseling, without retribution.

**4.8. E** Permitting the employee to obtain the recommended level or types of medical diagnostics and treatment during their medical evaluation with WVU Occupational Medicine or their personal physician. Medical recommendations are at the sole discretion of WVU Occupational Medicine.

**4.8. F** Assisting the employee with the help of Human Resources Medical Management to fulfill the conditions of employment.

**4.8. G** Working with EHS to implement engineering and administrative controls and work practices as per EHS recommendations.

#### **4.9 Employees**

Employee responsibility include:

**4.9. A** Participating in medical surveillance by attending the scheduled medical examination and accurately completing all required documentation.

**4.9. B** Informing EHS of situations that may require the employee to immediately submit to a medical examination in response to any incident where the employee may have been injured or exposed to an occupational hazard.

**4.9. C** Responding to WVU Occupational Medicine regarding appointment scheduling via phone at: 304.293.3693.

**4.9. D** Contacting EHS at 304.293.3792 for questions and information about medical surveillance or questions about scheduling a Medical Surveillance examination.

**4.9. D.1** Noting that medical surveillance participating employees that undergo medical examinations authorized by this program must not assume responsibility for the cost of the diagnostic examinations. Contact EHS for rectification if the employee is charged via a WVU healthcare plan.

**4.9. D.2** Discussing medical results with WVU Occupational Medicine upon receipt of the results of an examination. An employee may schedule a meeting with the provider to discuss the pertinent parts of the evaluation.

**4.9. D.3** Noting that it is the employee's responsibility to attend all scheduled medical- surveillance- related examinations. Failure to comply with scheduled examinations may result in the employee's departmental administration to contact Human Resources for further deliberation. EHS reserves the right to discuss revision of any job activities that may subject an employee to a hazardous condition.

#### **4.10 Select Committees: Research and Compliance and Academic Research**

##### **4.10. A Institutional Animal Care and Use Committee (IACUC):**

**4.10. A.1** The IACUC will be responsible for overseeing the participation of individuals in the Medical Surveillance Program for the WVU animal use program and community, which includes-but not limited to the following: Office of Lab Animal Resources (OLAR), Health Sciences Divisions, Davis College of Agriculture, which includes farms and veterinary farms, College of Arts and Sciences and Statler College of Engineering.

**4.10. A.2** The IACUC office will work with representatives of EHS (Biosafety Officer and EHS Medical Surveillance Program administrator) to ensure compliance.

**4.10.A.3** The IACUC's activities pertaining to employee protection against biological, chemical, and physical hazards associated with animal use and that fall under the medical surveillance program, are reviewed semi-annually. This review may be required by federal law and may be provided to EHS for confirmation of compliance with Federal, State, Local and WVU's safety guidelines.

**4.10. B Academic Research Personnel, or Ag. Extension Personnel, Non-Paid Professors, Volunteers and Students:**

**4.10. B.1** It is the responsibility of the Principal Investigator (PI) or site supervisor to notify external researchers, visitors, trainees and other non-WVU employees about their responsibility to comply with WVU Medical Surveillance Program.

**4.10. B.2** All Researchers and Students must complete regulatory trainings for animal use every three years. In addition, anyone entering OLAR is now required to complete the Annual Occupational Health Questionnaire. (Failure to complete the questionnaire can result in "denial of access" to the animal facilities. (See links to training and Occupational Health questionnaire here: <https://sole.hsc.wvu.edu/apps/animalsurvey/> <http://oric.research.wvu.edu/services/iacuc/animal-training>)

**4.10. B.3** Unsupported personnel, i.e. those who are not financially sponsored by WVU, may wish to obtain the necessary coursework for laboratory access from their PI sponsor. Unsupported personnel will need to obtain "Medical Surveillance" from their host institution's occupational medicine or their personal physician.

**4.10. C Institutional Biohazard Committee (IBC)/Biohazard Safety Officer:**

**4.10. C.1** The IBC shall provide the EHS-Biosafety Officer with a list of IBC protocols that would pertain to employee medical surveillance. The IBC will provide EHS and WVU Occupational Medicine with a list of those employees performing biohazard research to include recommendations for Personal Protective Equipment (PPE) and safe work practices.

**4.10. C.2** The WVU Biohazard Safety Officer will implement the Blood-borne Pathogen Program and training for the selected personnel at Health Sciences Center and university facilities under the guidance of Human Resources and the Department of Environmental Health and Safety.

**4.10.C.3** WVU Occupational Medicine must make available a copy of the blood-borne pathogens standard (29 CFR 1910.1030) and must provide the employer with a written opinion stating whether the hepatitis B vaccination is indicated for an employee and when the employee has received such vaccination(s).

#### **4.10. D Radiation Safety Committees/WVU Radiation Safety Office**

**4.10. D.1** The Radiological Safety Committees' participation in WVU's Medical Surveillance Program will be reviewed for compliance with Federal, State, Local and WVU's safety guidelines by the Medical Surveillance Management Team.

**4.10. D.2** WVU Radiation Safety Department will be responsible for determining which individuals participate in the current Radiation Safety Program. Radiation Safety Office will direct the employee surveillance program for the WVU community, which includes-but not limited to the following: College of Arts and Sciences, OLAR- Office, Health Sciences Divisions, Davis College of Agriculture (to include farms and Veterinary Farms), College of Arts and Sciences and Statler College of Engineering. (See link to Radiation Safety Department: <http://www.hsc.wvu.edu/rsafety/home/>).

**4.10. D.3** The Radiation Safety Office, located at the Health Sciences Campus, shall maintain all information pertinent to radiation exposure/dose surveillance and provide EHS with information regarding exposure/dose assessment of individuals upon request.

**4.10. D.4** Radiation Safety Office will strive to work in conjunction with WVU Environmental Health and Safety on events such as these within the scope of the US Nuclear Regulatory Commission and WV RHP regulations, WVU Radiation Safety Office's institutional policy and procedure and the WVU Medical Surveillance Program.

#### **4.10. E WVU Clinical Associates**

**4.10. E.1** Employers are subject to OSHA's Blood-borne Pathogen (BBP) Standard and training if they have employees whose jobs put them at reasonable risk of coming into contact with blood or other potentially infectious materials.

**4.10. E.2** Employers subject to this standard must develop a written exposure control plan; provide training to exposed employees; provide medical evaluations and provide vaccinations to comply with medical surveillance requirements. All evaluations can be performed with the assistance of WVU Occupational Medicine.



## 5.0 Training

EHS and the Biosafety Office provides training for employees participating in medical surveillance. Such training may include: asbestos awareness, hearing conservation, blood-borne pathogens, first-aid CPR, general health and safety, and respiratory protection. (See EHS Training website Phone: 304-293-3792 Email: [EHSTrainingServices@mail.wvu.edu](mailto:EHSTrainingServices@mail.wvu.edu))

In addition, EHS will be requiring every employee to take the online “Employees Enrolled in Medical Surveillance for WVU” training. (Online training is under construction this time and will be made available in spring 2018. Individual classroom training is available upon request. Contact EHS at: [EHSTrainingServices@mail.wvu.edu](mailto:EHSTrainingServices@mail.wvu.edu) or complete a Service Request at [www.ehs@mail.wvu.edu](http://www.ehs@mail.wvu.edu) for training and contact Roger Wright at 304-293-7094).

This training will be required annually for all new employees, existing employees and exiting and sponsored research volunteers visiting WVU. Additional training modules will be available for the “Student Introduction to Medical Surveillance Requirements” upon request.

## 6.0 Procedures

### 6.1 Employee Medical Surveillance Program: Examination Process Chart

<b>WVU Administration Representatives Duties for Medical Surveillance Implementation</b>	<b>Employee Duties for Medical Surveillance Implementation</b>
<p><b>WVU Hire</b> initiates hiring process with employee and reviews Job Description to include medical surveillance tasks by using the Job Task Assessment Form.</p>	<p><b>Employee</b> is subjected to Job Task Assessment form, from their supervisor and WVU hire, which screens for employee medical surveillance participation.</p>
<p><b>Supervisor or Manager</b> verifies that all employees are included in the Medical Surveillance Program by reviewing the job description and hiring process by completing and updating Job Task Assessment form.</p>	<p><b>Employee</b> is identified by the supervisor's Job Task Assessment for inclusion into medical surveillance. Employees must report for a scheduled medical examination.</p>
<p><b>WVU Occupational Medicine</b> provides the initial examination, annual examinations or single exposure/ emergency evaluation.</p> <p><b>WVU Occupational Medicine</b> will provide a "Report of Medical Examination" stating that that employee has been medically evaluated to perform job functions.</p> <p><b>WVU Occupational Medicine</b> will provide employees notice of annual re-occurring appointments.</p>	<p><b>Employee</b> must verify appointment with WVU Occupational Medicine and attend the medical surveillance appointment 15 minutes early to provide patient information.</p> <p><b>Employee</b> completes all applicable forms prior to the examination and observes all of the pre-examination instructions.</p> <p><b>Employee</b> receives results of their examination at the end of their scheduled appointment.</p>
<p><b>Environmental Health and Safety</b> frequently audits participation of new and existing employees with WVU Hire and Supervisors, Managers assess Medical Surveillance enrollment and participation.</p> <p><b>EHS</b> requires employee medical surveillance for tasks that require the following:</p> <ul style="list-style-type: none"> <li>• Respiratory protection,</li> <li>• Hearing Conservation</li> <li>• Employee Exposure Monitoring</li> <li>• Animal Surveillance</li> <li>• OSHA Regulated Chemicals</li> <li>• Regulated research.</li> </ul>	<p><b>Employees</b> can consult EHS for resources relating to medical surveillance, respirator selection, hearing protection and personal protective equipment validation.</p> <p><b>Employee</b> may need to have personal exposure surveillance performed by EHS to verify levels of OSHA regulated chemicals and/or to detect physical hazards exposure levels.</p>

<ul style="list-style-type: none"> <li>• And other related tasks.</li> </ul>	
<p><b>Medical Management Human Resources:</b></p> <p>Will institute employee's worker's compensation claims, medical leave assistance and return-to-work plans.</p>	<p><b>Employee</b> may have a need to file for worker's compensation and may need to be included in WVU medical surveillance due to a workplace incident/injury or exposure. Employee must contact Human Resources-Medical Management for a review.</p>

**6.2 Hiring Process-Starting with Supervisor.** When a supervisor initiates the hiring process for a new or existing job description, the supervisor must complete the Job Task Assessment form and provide EHS and Human Resources with copies.

**6.2. A** For “transferring employees” the supervisor must complete a new Job Task Assessment form and send copies to EHS and Human Resources.

**6.2. B** For exiting employees, the supervisor must contact the Expert Business Office regarding employment termination and provide the exiting employee's Job Task Assessment form to EHS - so the employee can attend a medical exit examination.

**6.3 Human Resources and the Expert Business office and Employee Processing Services:** Notifies when the employee is hired, processes the employee using the Job Task Assessment form (JTA form) -which accompanies the PIQ.

**6.4 EHS Staff reviews the Job Task Assessment** forms to determine if any items are checked for medical surveillance for: initial, previous participation, new position or transferred job and exiting job. Employee and supervisor must contact EHS and request medical surveillance removal examination or retirement examination.

**6.5 Medical Surveillance** lists for employee removal or employee retirement are provided to **EHS** from Human Resources or the Tax Office. Employee's records will be provided to WUV Occupational Medicine.

**6. 5. A. Employee Surveillance** is required when a risk assessment determines a “fitness-for-duty” medical surveillance examination is needed as a condition of employment. Such examples of required examinations of “fitness-for-duty” include: University police, hazardous materials responders, animal laboratory workers and any job description that required previous medical surveillance participation.

**6.6 EHS staff** performs written risk assessments in areas where the Job Task Assessment forms indicate that employees may be exposed to a hazard for which medical surveillance may be required.

**6.6. A** EHS may require verification of any carcinogens used in the workplace. Information can be obtained from: chemical inventories, Safety Data Sheets, hazardous materials inventories or previous undocumented exposure information. EHS will provide interim control methods for employee work practices until medical examinations can be scheduled if documented carcinogens exist in the workplace.

**6.7 EHS staff** may recommend further exposure surveillance as outlined in EHS Industrial Hygiene program. (See link to industrial hygiene program <http://ehs.wvu.edu/health>).

**6.7. A EHS** staff will communicate with the department/work supervisor to schedule dates for area or personal exposure surveillance for chemical and physical hazards that were identified from risk assessments. All employee exposure and environmental surveillance will be performed in accordance with applicable Federal and State standards.

**6.7. B EHS industrial hygiene staff** will provide written exposure surveillance reports to an employee, former employee or designated representative as outlined in EHS Industrial Hygiene Program.

**6.8 EHS staff** will require the department supervisor or department medical surveillance contact to schedule the employee's medical examinations with the WVU Occupational Medicine.

**6.9 EHS staff** may require that WVU Occupational Medicine perform baseline medical surveillance for employees that participate in high risk job duties where carcinogens are used or have been previously used. EHS may require that WVU Occupational Medicine perform medical examinations when any court-ordered agreement applies or when previously documented job classifications were identified as medical surveillance job tasks.

**6.10 WVU Occupational Medicine** - issues "Employer Notification of Medical Examination" form stating that the employee is qualified to perform the job function. Notification forms will be sent to the employee's supervisor, EHS and Medical Management – Human Resources.

**6.11 Departments, Supervisors and Employees** – will follow all requirements as outlined in other EHS programs for Respiratory Protection, Hearing Conservation, Asbestos Management and Medical Surveillance. (See links for EHS programs at <http://ehs.wvu.edu>)

## 7.0 Recordkeeping

Item	Records Location	Retention Period
<b>Employee Exposure Records</b>	EHS Office	30 years + upon termination
<b>Employee Notification</b>	WVU Occupational Medicine, EHS and Human Resources	30 years + upon termination
<b>Supervisors Job Checklist for Medical Surveillance</b>		
<b>Job Task Risk Assessments Exposure Surveillance Results</b>	EHS	Until 30 + years upon termination
<b>Employee Medical Records</b>	WVU Occupational Medicine	Until 30 + years upon termination

## 8.0 References

OSHA – 29CFR 1910:

134 - Respiratory Protection

95 - Occupational Noise

1101- Asbestos

1020 - Access to Employee Exposure and Medical Records.

1200 - Hazard Communication

1030 - Blood-borne Pathogen

1450 - Occupational Exposure to Hazardous Chemical in the Laboratory

1025 - Lead

1026 - Hexavalent Chromium

OSHA regulated substances 29 CFR 1910-1001 to 1052

PESTICIDES

EPA 40 CFR 150-189

## **9.0 Program Review**

**9.1** The Medical Surveillance Program will be reviewed as directed by the EHS, Human Resources- Medical Management and WVU Occupational Medicine will accept the responsibility for medical surveillance program auditing.

**9.2** The program will be updated and changed as needed in response to concerns of management and employees, or changes to code regulations.

## **10.0 Program Revisions**

**10.1** Revisions to the Medical Surveillance program will be made to meet regulatory requirements, reduce WVU employee health risk, and will include an explanation for the change needed and how it will affect the current adopted program.

**10.2** Changes to the current Medical Surveillance program will include the changes from the last revision.

## **11.0 Appendices**

**Appendix A** - Employee Medical Surveillance Program: Examination Process Chart

**Appendix B** - EHS Supervisor's Job Task Assessment Checklist for Medical Surveillance

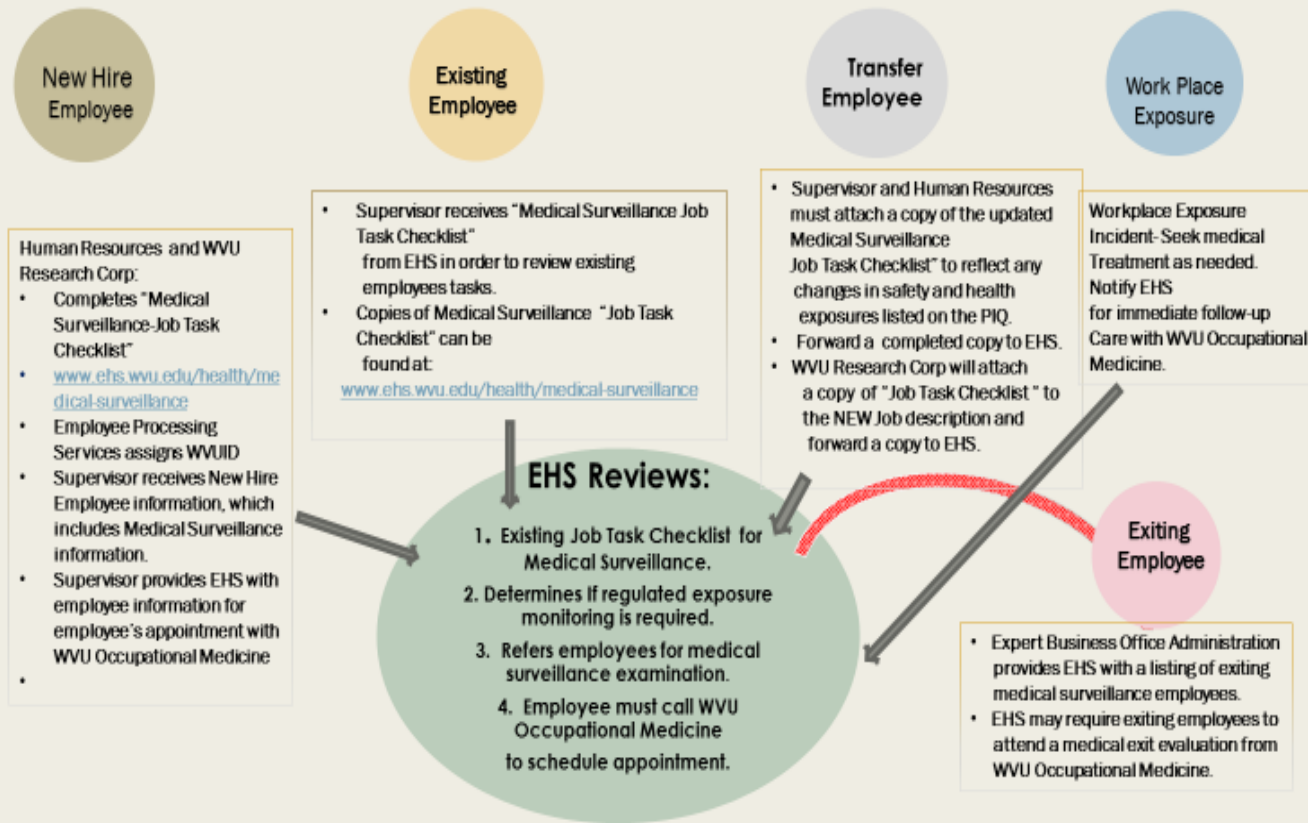
**Appendix C**- Medical Surveillance by Exposure Table Employee

**Appendix D** - Medical Surveillance Medical Examination Report

**Appendix A**  
**Employee Medical Surveillance Program: Examination**  
**Process Chart**



# Medical Examination Process Chart



**Appendix B –  
EHS Supervisor's Job Checklist for Medical Surveillance**

## WVU EHS Medical Surveillance Job Task

### Checklist (Human Resources Representatives or Supervisors: please check all that apply)

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- \_\_\_ **Animal Contact**\* direct exposure to vertebrate animals, animal tissues or research with body fluids or wastes
- \_\_\_ **Asbestos Abatement**\* individuals involved in an abatement effort or incidental contact with asbestos.
- \_\_\_ **Chemicals such as:** contacting hazardous chemicals –daily or weekly, using strong acids or caustics, fuel or tar products or cancer causing chemicals listed in OSHA **(call EHS at 304-293-5789 if you are not sure or need the list of OSHA regulated chemicals at [www.ehs.wvu.edu](http://www.ehs.wvu.edu) )**
- \_\_\_ **Commercial Driver License**\* for those required to have a commercial driver license as part of their WVU employment.
  
- \_\_\_ **Contact with Human Blood**\* or Other Potentially Infectious Material (OPIM) includes human body fluids other than feces, urine, tears and sweat.
- \_\_\_ **Construction Activities** - includes demolition, renovation or restoration of buildings.
  
- \_\_\_ **Hazardous Materials Responder** \*- for those certified as OSHA Hazardous Materials Responders or lab employees that clean chemical spills in their work area.
  
- \_\_\_ **Human Pathogen and Biological Research (BSL2+/3)**\* for those working with or in proximity to certain biological agents. **(call EHS at 304-293-7157 if you are not sure)**
  
- \_\_\_ **Metals from Construction or Welding such as:** arsenic, cadmium, chromium, beryllium, lead etc.
  
- \_\_\_ **Law Enforcement** \*duties with the University Police Department
  
- \_\_\_ **Noise**\* Works in Areas of Excessive Noise as defined by OSHA-**(call EHS at 304-293-5789 if you are not sure)**
  
- \_\_\_ **Operation of Special Purpose Vehicle** includes industrial or farm equipment
  
- \_\_\_ **Patient Contact** having physical or face-to-face contact with a patient, or having contact with potentially contaminated items including (but not limited to) blood and/or body fluids. (Example: medical office assistants and clinicians)
  
- \_\_\_ **Respirator Use**\* for individuals required to wear a respirator on a routine or emergency basis
  
- \_\_\_ **Respirator Use Voluntary**\* for individuals who wear disposable masks or medical procedure masks.
  
- \_\_\_ **Scientific Research-** research with nanoparticles, lasers, anesthetic, fuels or mining, aquatic or diving etc.
  
- \_\_\_ **Wildlife Research-** individuals who participate in tagging and capturing wild animals and dead animals.

**Appendix C-**  
**Medical Surveillance by Exposure Table**

**WEST VIRGINIA UNIVERSITY**  
**ENVIRONMENTAL HEALTH AND SAFETY**  
**EMPLOYEE MEDICAL MONITORING PROGRAM**

MEDICAL EXAMINATION REGULATIONS MATRIX

<b>EXPOSURE</b>	<b>REGULATION</b>	<b>EXAMINATION PARAMETERS</b>	<b>FREQUENCY OF EXAMS</b>	<b>EMPLOYER RECORD KEEPING REQUIREMENTS</b>
Pesticides, Categories I & II Organophosphate or carbamate	PL95-396 Section 20 Subpart Section 2C WV State Department of Agriculture. EPA Worker Protection rule	Dependent on pesticide and physician recommendation,	To be determined by supervising doctor. Minimum of baseline determination.	Employer shall keep a record of all recommendations made by medical supervisor.
Noise	29 CFR 1910.95	Audiometric test to all employees exposed to noise at or above an 8 hour time weighted average of 85 decibels, medical aural history.	Test to be made available by June 1, 1990. At least annually thereafter.	Audiograms to be retained for duration of employment. Noise exposure records for two years.
Respirator Users	29 CFR 1910.134	To be determined by licensed physician.	At least annually, mandatory exam by physician before use of respirator is permitted.  Where high concentration of hazardous materials are present.	Employer shall keep a record of medical examination for 5 years.
Airborne Contaminants	29 CFR 1910.1000 Subpart Z	To be determined by licensed physician.	To be determined by licensed physician.	Duration of employment plus 30 years.

**WEST VIRGINIA UNIVERSITY**  
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**EMPLOYEE MEDICAL MONITORING PROGRAM**

MEDICAL EXAMINATION REGULATIONS MATRIX

EXPOSURE	REGULATION	EXAMINATION PARAMETERS	FREQUENCY OF EXAMS	EMPLOYER RECORD KEEPING REQUIREMENTS
Asbestos	40 CFR 763 29 CFR 1926.58	If exceeded 0.1 fiber greater than 5 u/cc TWA for 30 days in any calendar year. To be determined by licensed physician.	Within 30 calendar days of employee's initial assignment. Annually for employees 40 years older or greater than 10 years exposure. Every 3 years if less than 40 years old or less than 10 years exposure.  Within 30 days of termination of employment if examination has not been within one year.	For at least 30 years.
OSHA Regulated	29 CFR 1910.1000 Subpart Z	Pre-assignment medical examination - Medical History emphasis genetic occupational and environmental factors.	Not less often than annually.	Duration of Carcinogens employment.
Vinyl Chloride	29 CFR 1910.1017	If exceed action level of 0.5 ppm.	Six (6) months, if employee has been employed in manufacturing greater than 10 years. Annually for all others.	At least 30 years.

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<b>EXPOSURE</b>	<b>REGULATION</b>	<b>EXAMINATION PARAMETERS</b>	<b>FREQUENCY OF EXAMS</b>	<b>EMPLOYER RECORD KEEPING REQUIREMENTS</b>
1,2-Dibromo-3-Chloropropane (DBCP)	29 CFR 1910.1044	Employee in regulated areas.	Time of initial employment. Annually thereafter.	At least 40 years or duration of employment plus 20 years whichever is longer.
Acrylonitrile (AN)	24 CFR 1910.1045	To be determined by licensed physician.	Time of initial assignment. Annual thereafter.	At least 40 years or duration of employment plus 20 years, whichever is longer.
Inorganic Arsenic	29 CFR 1910.1018	Employees exposed above action levels 0.005 milligrams/m <sup>3</sup> for at least 30 days per year.	Annually if less than 45 years old and less than 10 years exposure. Semi-annually if greater than 45 years old and greater than 10 years exposure. Upon termination of employment if no exam within 6 months.	At least 40 years or duration of employment plus 20 years, whichever is longer.
Lead	29 CFR 1910.1025	All employees who are or may be exposed at or above action level for more than 30 days/year	At least annually depending upon blood level. Prior to initial assignment. If symptoms of Pb poisoning are present.	At least 40 years or for duration of employment of employment plus 20 years, whichever is longer.
Ionizing Radiation	29 CFR 1910.96	Bioassays and medical review where indicated by and appropriate to the nature of potential exposure.	To be determined by licensed physician.	Duration of employment.

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<b>EXPOSURE</b>	<b>REGULATION</b>	<b>EXAMINATION PARAMETERS</b>	<b>FREQUENCY OF EXAMS</b>	<b>EMPLOYER RECORD KEEPING REQUIREMENTS</b>
Animal Research		Physical examination, medical and work history, vaccinations as determined appropriate by the Animal Welfare Committee.	Annually.	Duration of employment.
Ethylene Oxide	29 CFR 1910.1047	All employees who are or maybe exposed at or above action level for 30 days/year.	Annually.	At least 40 years or for duration of employment plus 30 years, whichever is longer.
Formaldehyde	29 CFR 1910.1048	All employees exposed above action level for 30 days/per year or exposed above STEL.	Annually.	At least 40 years or for duration of employment plus 20 years, whichever is longer.
UPD	Fit for Duty- Emergency responders	Hearing, vaccinations, Respiratory Protection	Annually	Duration of employment 30+
Hazardous Material Workers	29 CFR 1910. 120	Dependent upon potential exposure	Annually.	Duration of employment 30+
Commercial Driver's License	Commercial Motor Vehicle Act - 1986	Personnel who are required to operate commercial motor vehicles must be provided access to an occupational health program which should include but not necessarily limited to a visual examination.	Annually.	Duration of employment 30+



**WEST VIRGINIA UNIVERSITY**  
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**EMPLOYEE MEDICAL MONITORING PROGRAM**

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EXPOSURE	REGULATION	EXAMINATION PARAMETERS	FREQUENCY OF EXAMS	EMPLOYER RECORD KEEPING REQUIREMENTS
Lasers	ANSI -Z 136.1 (2014)	<ul style="list-style-type: none"> <li>• Ocular history for previous eye injuries and illness.</li> <li>• Visual Acuity test.</li> <li>• Color Vision test.</li> </ul>	<p>Recommended Pre Use.</p> <p>Required following injury and incident.</p>	Duration of employment 30+

**Appendix D –  
Sample copy of Employee Notification of Medical  
Examination**



WVU Occupational Medicine  
 3860 Robert C. Byrd HSC  
 PO Box 9145  
 Morgantown, WV 26506-9145  
 Phone: 304-293-3693  
 Fax: 304-293-2629

### Employer Notification of Medical Examination

Company:	Contact:
Name:	SSN: xxx-xx
Physician Name:	Date of Exam:
<input type="checkbox"/> YES <input type="checkbox"/> NO I have received the results of this employee's examination and verify the record is complete.	
<input type="checkbox"/> YES <input type="checkbox"/> NO I have provided the employee with a full verbal report of the results on the exam and notification of any medical condition discovered during the exam that require further examination and/or treatment.	
<b>Respirator Clearance:</b>	
<input type="checkbox"/> This individual has been examined per OSHA (29 CFR 1910.134) and found medically qualified for fit testing.	
<input type="checkbox"/> Review of the RIA questionnaire indicated that this employee needs further evaluation for Respiratory Protection.	
<input type="checkbox"/> Has no contraindication for respirator use.	
<input type="checkbox"/> Is not fit to wear a respirator.	
<input type="checkbox"/> Pulmonary Function Testing (Spirometry) completed.	
<input type="checkbox"/> Respirator Fit Testing completed.	
<b>Hearing Conservation:</b>	
<input type="checkbox"/> This individual has been examined per OSHA (29 CFR 1910.95), and his/her current audiogram is on file.	
<input type="checkbox"/> Annual audiogram reflects no standard threshold shift.	
<input type="checkbox"/> The audiogram requires repeating in 30 days. Please call to schedule appointment.	
<input type="checkbox"/> Audiogram represents $\geq 10$ dB Standard Threshold Shift. <input type="checkbox"/> OSHA Recordable <input type="checkbox"/> OSHA Non-recordable.	
<input type="checkbox"/> RECOMMENDED TO USE HEARING PROTECTION.	
<b>Commercial Drivers License:</b>	
<input type="checkbox"/> This individual has been examined per (49 CFR 391.41) and qualifies for a 2 year certificate.	
<input type="checkbox"/> Meets standards, but periodic monitoring required. Qualifies for _____ certificate.	
<input type="checkbox"/> Accompanied by a waiver / exemption.	
<input type="checkbox"/> Determination pending further documentation.	
<input type="checkbox"/> Incomplete examination.	
<input type="checkbox"/> Does not meet DOT standards. No CDL medical card issued.	
<b>First Responder:</b>	
<input type="checkbox"/> Medically cleared for duty as a firefighter according to NFPA 1582 standard.	
<input type="checkbox"/> Medically cleared for duty as a police officer according to NFPA 1582 standard	
<b>Based on the evaluation, this employee:</b>	
<input type="checkbox"/> is fit for duty with restrictions listed below.	<input type="checkbox"/> is currently fit for duty without restrictions.
<input type="checkbox"/> should have additional testing to further evaluate fitness for duty.	<input type="checkbox"/> is not fit for duty.
<input type="checkbox"/> Recommended physical exam and / or additional testing declined by patient. Fitness for Duty cannot be determined.	
<input type="checkbox"/> has no clinical findings connected with asbestos exposure.	<input type="checkbox"/> has no contraindication working with animals.
<input type="checkbox"/> has no clinical findings connected with lead toxicity.	<input type="checkbox"/> has no contraindication working with pesticides.
<input type="checkbox"/> is able to lift 50 lbs with proper ergonomics.	<input type="checkbox"/> is unable to lift 50 lbs.
<b>Comments / Restrictions:</b>	
All medical records are kept on file at Occupational Medicine and are not released without a signed consent by employee.	
Physician/Staff Signature:	Date:

revised 4/17