

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: MEDICAL SURVEILLANCE	Document Number: *	
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1 Purpose

The purpose of this policy is to establish a medical surveillance program for employees of **(Insert Company Name)**. The results of examinations will be used to assist in placing all members in jobs that match their physical capabilities or to determine accommodations and to continually monitor workers who may potentially be exposed to chemicals.

This policy applies to all employees who are or may be exposed to hazardous substances or health hazards at or above the established permissible exposure limits. Also, any employee who is injured, becomes ill or develops signs or symptoms due to possible overexposure involving hazardous substances at hazardous waste operations is covered by this policy.

2 Responsibilities

It is the responsibility of Vice President or his designee :

- to oversee the implementation of this policy
- to provide to the attending physician with information on job duties, potential exposures, anticipated levels of exposure and PPE to be worn

It is the responsibility of all covered employees to participate in the medical surveillance program as a condition of employment.

3 Policy Content

3.1 GENERAL INFORMATION

All medical examinations and procedures will be performed by or under the supervision of a licensed physician. It will be provided at no cost to the employee, without loss of pay and at reasonable time and place. The type of examinations that will be conducted include:

- Post-offer medical examinations
- Annual medical surveillance examinations
- Pre and post assignment examinations
- Return to work examinations

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The physician will provide a written evaluation to the employer. The employer will then furnish the employee with a copy of the written opinion. Notification of job restrictions will be provided to the Site Supervisor and the Site Health and Safety Officer.

3.2 MEDICAL EXAMINATION PROGRAM

New employee examinations will be conducted post-offer and pre-placement in order to establish a baseline medical profile. These examinations include a medical and work history, physical assessment, vision acuity, drug screen, a pulmonary function test, audiometry, blood chemistry, CBC, and urinalysis. Emphasis will be on establishing the employee's fitness for duty including the ability to wear personal protective equipment.

Annual medical surveillance examinations will be conducted for all employees who are exposed to hazardous chemicals. Additionally, medical examinations will be conducted before and after placement on a jobsite.

Return to work examinations will be performed when there has been a prolonged absence for both work and non-work related medical reasons. The examination determines ability to perform the essential functions of the job with or without accommodation.

The examining physician or nurse will inform the worker of abnormal findings. For non-work related findings, the person will be advised to consult their own physician. The physician will provide to **(Insert Company Name)** a written release that will include:

- Whether the employee has any medical conditions that would place the employee at increased risk of impairment from work in hazardous waste operations.
- Any limitations imposed on the employee.
- Results of medical examination and tests related to job exposures.
- Statement that the employee has been informed of medical conditions that require follow-up or treatment.

3.3 RECORDKEEPING

All medical records will remain confidential and will be kept in a separate medical records file at the **(Insert Company Name)** headquarters. Records will be maintained for the period of employment plus 30 years.

4 References

OSHA 1910.120 Hazardous Waste Operations and Emergency Response.

5 Appendices

None