

# Medical Surveillance Program

*(Revised January 12, 2012)*

## General

Division of Air Quality employees, through the course of their work, visits sites and locations where exposure to hazardous substances may exist. Repeated exposures to health hazards can result in serious health problems. Therefore, it is essential that an employee's state of health be determined at the time of initial exposure and then be monitored periodically to detect the first signs of a health problem.

The medical surveillance program is required by 29 CFR 1910.120 for emergency response operations for releases of, or the substantial threats of releases of, hazardous substances without regard to the location of the hazard. The purpose of this requirement is to assure the health of employees working where hazardous chemicals and substances exist are monitored and documented before placement, during employment, and at termination.

## Scope

The medical surveillance program covers employees who are occasional visitors to sites and facilities where hazardous substances may exist.

The medical surveillance program requirements include the following medical examinations:

- Baseline or pre-assignment,
- Annual medical monitoring,
- Asbestos, and
- Termination.

Medical surveillance programs are designed to:

- Establish the baseline medical condition of employees and fitness for duty,
- Determine the ability to work while wearing protective equipment,
- Track the physiological conditions of employees on an established schedule and at termination of the project or employment, and
- Ensure documentation of employee exposure and medical conditions is provided and maintained as a part of the employee's medical record.

## Baseline - Initial Examination

The employee should receive a baseline or initial medical examination based on an activity hazard assessment prior to being assigned to a hazardous or potentially hazardous activity (e.g., exposure to toxic substances or radiological materials, repetitive motion, heat/cold stress). The examination should include, at a minimum, the items listed below.

- Complete medical and work history,
- Physical examination,
- Pulmonary function test,
- Blood panel,
- EKG (>40 years of age),
- Audiogram,
- Chest X-Ray (2-views)

## **Annual - Medical Monitoring**

Employees working on hazardous waste sites, which may include chemical, physical and/or radiological hazards, should be provided with medical examinations every 12 months, unless the physician believes a shorter or longer duration is needed or required. The content of the examination is:

- Based on applicable laws and regulations,
- Determined by the physician,
- Designed to detect change from the baseline examination, and
- Designed to identify physiological changes.

Employee site-specific exposure data, parameters identified above, official dosimetry records, and a hazard assessment should be provided to the examining physician.

## **Asbestos Examination**

All asbestos examinations will be the Baseline Examination and in addition will meet the requirements as specified in OSHA 1910.1001 for medical monitoring for employees exposed to asbestos environments.

## **Termination**

A medical examination will be provided when an employee is terminated or reassigned to an area or activity where the employee is not exposed to hazardous substances or radiological constituents. The physician will determine the termination examination content. If termination occurs within six months of a periodic examination, the physician may determine that an additional examination is not necessary. Documentation of the decision not to provide a termination examination, and its basis, should be provided in the medical file for the employee.

## **Maintenance and Availability of Medical Records**

The DAQ Safety Consultant will maintain an accurate record of each employee subject to medical surveillance. This record shall include:

- A copy of the physician's written opinion as to the employees suitability for employment in specific exposure or employee refusal to take the medical examination.
- Any medical complaint by the employee related to exposure to the toxic substance or hazardous material.
- A copy of the required information pertaining to employee exposure which the employer must provide to the physician.
- A copy of the employee's work history.

The Division shall assure that this medical record is maintained for the duration of employment plus 30 years. All records are confidential. Personnel medical records and exposure monitoring records should be maintained according to the requirements of 29 CFR 1910.120 (f)(8). Access to medical records should be consistent with the requirements of 29 CFR 1910.20.

## Scheduling an Appointment for a Medical Examination

Supervisors are responsible to assure employees have medical examinations as required. Medical examinations can be performed by Duke University Medical Center and Mission St. Joseph's Hospital. Contact the appropriate medical provider to schedule employees for medical examinations.

Work Location	Medical Provider	Phone Number
Asheville	<u>Mission St. Joseph's Hospital</u> OccuMed Doctor's Office Building 50 Doctor's Drive, Suite 100 Asheville, NC 28801	828-213-2222 Option 2
Fayetteville Mooreville Raleigh Washington Wilmington Winston-Salem	<u>Duke Occupational Medicine's</u> <u>Research Triangle Park Clinic</u> Overlook Building 4825 Creekstone Drive, Suite 105 Durham, North Carolina 27703	919-941-0307 or, 919-286-5569

For DAQ employees, if you know you are going to miss or need to cancel your scheduled appointment, please call the Duke University Medical Center at least **24 hours** in advance of your appointment. The Center requires a cancellation notice or they will charge \$35.00 for every missed appointment. If the employee neglects the appointment and fails to notify the Center outside the 24-hour window, the Center will invoice DAQ for the missed appointment and in turn, DAQ will hold the employee responsible for paying the bill. The Center and DAQ will also consider individual circumstances such as illness, vehicle accidents, family emergencies and other specific situations that prevented the employee from attending the appointment.