

Occupational Medical Program

MSC-PRAC-30508

Revision 0

Effective Date: December 9, 2009

Topic: Safety and Health

Occupational Medical Program

1.0 PURPOSE

This practice provides the roles and responsibilities for implementing an occupational medical surveillance and injury/illness medical care program, as specified by Mission Support Alliance (MSA), U.S. Department of Energy (DOE), Richland Operations (RL), and Occupational Safety and Health Association (OSHA), for the safety and health of employees working MSA Construction work activities and personnel associated directly with Hanford projects.

2.0 SCOPE

This practice includes the following major sections:

- General Requirements
- Responsibilities
- Specific Requirements
- Emergency Notification

The requirements of this practice are consistent with the requirements published in the Mission Support Contract (MSC) Safety and Health virtual manual.

3.0 APPLICATION

This practice applies to all MSA self-perform construction personnel, and subcontractor and contractors whose contract Statement of Work (SOW) require the adherence to this practice. This includes, but is not limited to management, supervision, craft and other employees who are actively involved in construction projects or those who enter into the construction work area. Sub-and lower-tier contractors are required to develop and effectively implement applicable Occupational Medical (OccMed)/Occupational Medical Service Provider (OMSP) programs to meet OSHA standards and contract specifications.

NOTE: *Although this practice applies specifically to MSA construction work activities, performed by MSA, all contractors and sub-tier contractors will be responsible to implement an OMSP/OccMed program as specified in certain parts of the OSHA standards for occupational medical programs. Additionally, individual contracts may specify one or more elements of an OMSP/OccMed program.*

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4.0 RESPONSIBILITIES

- 4.1 Safety and Health is responsible for the development, issuance and maintenance of this practice. All changes will be reviewed with Project Management and others.
- 4.2 Project Supervision (i.e., Construction Manager, Construction Supervisor/Superintendent, and foremen) are responsible for the implementation of these requirements and guidelines for all construction, maintenance and other project work activities (in accordance with contractual requirements), and ensuring that each employee understands their roles and responsibilities, as it applies to their work activities.
- 4.3 The Buyers Technical Representative (BTR) will ensure the requirements of this practice are communicated to the sub-contractor, through SOW or other contract document.
- 4.4 The employees (this includes project staff and craft employees) are responsible for complying with the requirements of this practice and when compliance cannot be achieved, the employee will Stop Work and contact supervision for resolution and/or correction of the issue or concern.
- 4.5 MSA projects and organizations are responsible for implementing the overall worker safety and health program and appropriate integration into contracting and work planning activities.
- 4.6 Sub-contractor Management and supervision are responsible for complying with the requirements of this practice and when compliance cannot be achieved, work shall be suspended and contact the project construction point-of-contact for resolution and/or correction of the concern or issue.

5.0 GENERAL REQUIREMENTS

5.1 General Guidelines

- 5.1.1 The Hanford Site “medical surveillance program” provider, for all MSA work scope is AdvanceMed Hanford (AMH).

NOTE: *MSA work scope does not include occupational medicine service for subcontractors.*

- 5.1.2 All MSA employees will use AMH as their occupational medical surveillance program provider, unless otherwise informed, for first aid treatment and return to work evaluations. Subcontractors and lower-tiered contractors may use AMH, as specified in the SOW.

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- 5.1.3 All work performed by MSA, MSA affiliates, Sub-contractors and Lower-Tiered Sub-contractors will be screened by the BTR and Safety and Health for medical surveillance requirements.
- 5.1.4 All affiliates, contractors and their lower tiered subcontractors will use the SOW identified medical surveillance requirements to enroll their personnel into an appropriate OMSP/OccMed program. This OMSP/OccMed program will be managed and administered by the contractor who independently obtains services from a medical provider.
- 5.1.5 If the work being performed lasts for more than 30 days on-site or the work scope includes the potential for exposure or requires a medical surveillance program, or any other referenced requirements for medical surveillance, the employer will provide a program for those employees.
- 5.1.6 Medical surveillance program requirements, for subcontracted work, will be specifically identified in the Statement of Work (SOW) process and expectations communicated to the sub-contractor.
- 5.1.7 The contractor is responsible for verifying compliance with applicable requirements, as identified in the SOW, and will ensure that all sub-tier contractors are aware of the requirements of this program.
- 5.1.8 The Hanford Fire Department will provide all ambulatory services for care and transport of urgent situations, or when there is doubt of an employee's condition.

6.0 PROCESS

6.1 OMSP/OccMed Program General Information

NOTE: *The Hanford Site OMSP/OccMed contractor provides occupational medical services to MSA employees only. Sub-contractors will be required to obtain occupational medical services from other Occupational Medical sources, unless specifically identified in the SOW.*

Actionee	Step	Action
Employer	1.	Coordinate with the OMSP/OccMed contractor to ensure that the program is effective in identifying employee exposures, potential work-related illnesses, and the promotion of employee wellness.
Employer/ Safety and Health	2.	Provide the OMSP/OccMed contractor with information on potential physical, chemical, and biological hazards in workplaces through periodic worksite visits by the OMSP/OccMed contractor's physicians and nurses.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employer/Human Resources (HR)	3.	Administer the Employee Assistance program (EAP) and coordinate EAP issues with the OMSP/OccMed contractor.

NOTE: Medical information pertaining to a specific employee is treated in strictest confidence and remains under the exclusive control of the OMSP/OccMed contractor.

6.2 Employee Job Task Analysis (EJTA)

Employee Job Task Analysis is only applicable to MSA employees, unless specifically identified in the SOW.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Safety and Health	1.	Complete a “draft” EJTA for project employees, with the employee’s supervision input, based on anticipated exposures to physical, chemical, or biological hazards.
Safety and Health	2.	Review the EJTA with the employee and obtain a signature from the employee, attesting to the communication of the information and an understanding of the potential hazards and exposures the employee may encounter during their job duties.
Safety and Health	3.	Approve EJTAs prior to forwarding to the OMSP/OccMed contractor. Refer to Appendix A for the EJTA process flow diagram.
OMSP/OccMed Provider	4.	Develop, schedule, and complete the occupational medical surveillance based on anticipated exposures/potential exposures as well as the physical requirements of the employee’s expected work activities identified on the EJTA.
Line Management	5.	Ensure that employees report for and complete scheduled exams.
Managers/ Construction Supervisors/Superintendents	6.	Request Safety and Health to review and modify (as necessary) EJTAs; annually, when employees are transferred or when anticipated and/or potential exposures or physical requirements change.
OMSP/OccMed Provider	7.	Determine the need for a special examination based on the change(s).

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6.3 Employee Health Examinations

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Craft Employment/ HR/Employer	1.	Schedule a health examination with the OMSP/OccMed contractor for an employee or visitor based on the criteria in the EJTA or the hazards/exposures of the work scope intended for the employee.
OMSP/OccMed Provider	2.	<p>Perform complete examinations at the time of employment or re-employment. Exceptions are as follows:</p> <ul style="list-style-type: none"> • A termination exam from a Hanford contractor may be accepted in place of a pre-placement examination if the termination examination occurred within the last 12 months and meets the examination requirements. • A comprehensive health examination (referred to as Periodic-2 [P2]) for previous employees may be accepted if it occurred within the last 12 months and meets the exam requirements, specific to the potential or known exposures.
	3.	<p>Specify the content of medical evaluation programs at the Hanford Site for certain work-environment or hazard-specific potential exposures.</p> <p>NOTE: <i>Currently, OMSP/OccMed implementing procedures contain the requirements for hazardous waste workers, respirator users, lead workers, and many others.</i></p>
Safety and Health	4.	Review results of medical monitoring provided to the employer by the OMSP/OccMed contractor (as required per OSHA) such as audiograms (noise standard) and blood tests (lead standard).
	5.	Coordinate exposure control/restriction (if applicable) with the employee and line management when medical monitoring or the OMSP/OccMed contractor identifies a need.
Terminating Employee	6.	Complete a health status review.
		<p>NOTE: <i>A termination examination is completed for any terminating employee who has been required to wear</i></p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
		<i>a multipurpose dosimeter or who has worked with hazardous materials, unless the employee has had a comprehensive examination within 1 year or chooses to decline the examination.</i>

6.4 Return-to-Work Health Examinations

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee	1.	Obtain a health evaluation from the OMSP/OccMed contractor prior to returning to work if: <ul style="list-style-type: none"> • After having had surgery or having been absent from work for the number of days constituting a normal workweek (or more) due to a nonwork-related injury or illness. • enrolled in 1 or more of the occupational medical programs • has been absent from work more than 1 consecutive workday due to either an occupational or a non-occupational illness (other than a common cold or flu) or injury
	2.	May be referred to the OMSP/OccMed contractor for an independent determination on the employee’s ability to return to work after sustaining a potential lost time injury.
OMSP/OccMed Provider	3.	At the request of management, consult with the employee, the employee’s Construction Supervisor/Superintendent, and the private physician in making the determination for the injured employee to return to work after sustaining a injury or illness, a potential lost time injury or a personal condition which would require a modification or restriction in the employee’s normal assigned duties.

NOTE: *Every effort is made by all concerned to maintain the employee in productive work whenever possible.*

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6.5 Special Health Examinations

A special health examination is required if an employee has either been, or potentially been, exposed to a hazardous material, or is exhibiting symptoms which are suspected to be occupationally related.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Manager/ Construction Supervisor/Superintendent	1.	Ensure that affected employees have the opportunity for examination.
Employee	2.	Notify the site Construction Supervisor/Superintendent immediately of suspected occupational illnesses, injuries, or exposures to hazardous materials.
Manager/ Construction Supervisor/Superintendent	3.	Arrange for a “fitness-for-duty” assessment to be conducted by the OMSP/OccMed Provider if he/she observes signs, symptoms, or conditions that may affect the employee’s ability to perform work safely, regardless of whether the situation is occupationally or nonoccupationally related.

6.6 Diagnosis and Treatment of Injury and Illness

The OMSP/OccMed Provider performs diagnosis and treatment of occupational injuries and illnesses, and other injuries or illnesses that may affect the employee’s ability to perform their work safely or affect others working near them.

Supervisory personnel will accompany their employees, who suffer job-related injuries or illnesses to the nearest Occupational Medical health service center.

Safety and Health or Company designated representative coordinates the case management of job-related injury and/or illness with the OMSP/OccMed Provider and the treating physician.

6.7 Employee Health Maintenance

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
OMSP/OccMed Provider	1.	Provide occupational medical personnel for health counseling and educational activities, which include weight control, nutrition and diet, mental hygiene, smoking cessation, and drug and alcohol programs.
Safety and Health	2.	Coordinate the activities in Item 1.

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6.8 Immunization Program

Immunization for bloodborne pathogens is specified in [MSC-PRAC-30511](#), *Infectious Disease (Bloodborne Pathogens)*.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
OMSP/OccMed Provider	1.	Coordinate with Safety and Health to determine requirements for immunization consistent with guidelines published by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC).
Manager/Construction Supervisor/Superintendent	2.	Identify which employees require vaccinations and inform Safety and Health for coordination of OMSP/OccMed.
	3.	Schedule these employees for immunizations at OMSP/OccMed.

6.9 Work Restrictions

An employee who has a known physical or psychological disability, or who has been absent from work because of injury or illness, must be either fully recovered or obtain a release from the OMSP/OccMed Provider to return to work.

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
OMSP/OccMed Provider	1.	Make recommended limitations, based on their EJTA, on either the hours an employee may work or the duties the employee may perform.
Line Management	2.	Review the work restriction with the OMSP/OccMed provider to ensure their understanding of the restrictions imposed on the employee and any follow-up visits.
OMSP/OccMed Physician	3.	Review the case if the employee’s personal physician considers work-limitations necessary, before permitting the employee to return to work.
Construction Supervisor/Superintendent/Manager	4.	May request a re-evaluation of work restrictions by the OMSP/OccMed contractor if the employee’s physical capability is in question for an assigned job.

NOTE: *The request should be coordinated with Safety and Health.*

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6.10 Emergency Notifications

Employees will inform supervision and/or Human Resources of an emergency contact when a serious injury/illness occurs. Notification is coordinated by HR following the OMSP/OccMed contractor or Safety and Health confirmation.

7.0 FORMS

None

8.0 RECORDS

8.1 EJTA's generated during the performance of this activity are to be included in the Construction Work Package and will be managed in accordance with [MSC-PRAC-30374](#), *Construction Work Package* and [MSC-PRAC-30376](#), *Construction Document Control*.

8.2 Employees, or former employees, have access to their medical records consistent with the provisions of [29 Code of Federal Regulations \(CFR\) 1910.1020](#), *Access to Employee Exposure and Medical Records*.

8.3 Records Identification

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
EJTA for project employees	Industrial hygienist	OMSP/OccMed
Construction Work Package	Construction Supervisor/Superintendent	Project Document Control

9.0 REFERENCES

[29 CFR 1910.1020](#), *Access to Employee Exposure and Medical Records*

[MSC-PRAC-30374](#), *Construction Work Package*

[MSC-PRAC-30376](#), *Construction Document Control*

[MSC-PRAC-30511](#), *Infectious Disease (Bloodborne Pathogens Practice)*

10.0 APPENDICES

[Appendix A](#), EJTA Process Flow Diagram

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Appendix A EJTA Process Flow Diagram

