West Virginia University

Medical Monitoring Program

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West Virginia University
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West Virginia University

Medical Monitoring Program

I. Purpose

To ensure that staff appointed to specific positions who are assigned certain responsibilities undertake medical examinations, at the University's expense, to determine their capability to perform such positions; and, to monitor the medical status during the performance of responsibilities of their designated position as per 29CFR1910 and 29CFR1926.

II. Responsible Parties

A. University Administration

Provide support and funding for the Medical Monitoring Program

B. Environmental Health and Safety (EHS)

1. Identify positions to be covered by the Medical Monitoring Program exclusive of:
   a. Commercial Drivers License (CDL) – Human Resources.
   b. Animal Handling Personnel – Animal Care and Use Committee (ACUC).
   c. Radiation Safety.
2. Provide Occupational Medicine and Human Resources a list of personnel in each exposure group that require Medical Monitoring.
3. Modify the Medical Examination Regulation Matrix (Appendix B) to reflect changes in regulations and standards as needed.
4. Request (as needed) any employee to immediately submit to a medical examination in response to any incident where the employee may have been exposed to an occupational hazard.
5. Periodically audit the Medical Monitoring Program. EHS may require departments to submit records necessary for program audit. These records will not include confidential employee medical examinations. Medical Monitoring attendance records are subject to review.

C. Human Resources (HR)

1. Inform specified applicants that a medical clearance obtained from a physician is a condition of employment.
2. Respond to questions from employees regarding their rights under the Employee Medical Monitoring Program. This includes the Commercial Drivers License.
3. Inform EHS of any position not already reviewed for medical monitoring applicability.
4. Process all reported employee claims relating to occupational injuries and diseases.
5. Maintain, in a confidential manner, employee reports.
6. The Dean or Director, in consultation with HR, makes employability decisions based upon medical determinations of Occupational Medicine, or designee.

D. Occupational Medicine

1. Occupational Medicine or their designee will provide all medical services necessary to implement the medical aspects of the WVU Medical Monitoring Program.
2. Examining physician will report all pertinent findings to the employee. Additional tests, within the parameters of the program, shall be conducted with University approval.
3. Urge the applicant/employee to contact his/her personal physician, when further advice and treatment seem indicated,. The results of medical exams provided under the Employee Medical Monitoring Program are available to personal physicians upon request and written consent of the applicant/employee.
4. Provide EHS with a letter stating that the employee is or is not fit for duty. This will be used to verify employee participation in the Medical Monitoring Program.

E. Department

1. Deans/Directors
   a. Identify all employees, in consultation with EHS, who meet the criteria for implementing provisions of the Employee Medical Monitoring Program
   b. Require employees to participate in the medical monitoring program as indicated.
   c. Appoint a Medical Monitoring Contact (MMC) within their Department to work with EHS.
   d. The Dean or Director, in consultation with Human Resources, will make employability decisions based upon such medical determinations of the Director of Occupational Medicine, or designee.

2. Medical Monitoring Contact
   a. Provide EHS a complete list of employees who have been scheduled for medical monitoring examinations. The list of employees shall include the purpose of the examination. It shall specify the employee exposure group.
   b. Maintain a current list of employees included in the Medical Monitoring Program and their exposure group.
   c. Submit list to EHS upon request.
   d. Inform Dean/Director about changes on the medical monitoring status of the department, and cooperate with EHS during periodic audits.

3. Employees
   a. Schedule and attend all medical- monitoring- related examinations. ***Failure to comply with scheduled examinations may result in suspension of such employee from job duties that require medical monitoring.***

b. Immediately seek medical examination in response to any incident where the employee may have been exposed to an occupational hazard. This consultation (diagnostic examination) may be provided through Occupational Medicine at no cost to the employee.
c. Examinations may be performed to determine the fitness of the employee to perform the duties of his/her present position. Such examinations are for medical monitoring purposes only. Medical findings unrelated to the medical monitoring exam should be discussed with and/or treated by the employee's personal physician.
d. Schedule, upon receipt of the results of an examination, a meeting with the Director of Occupational Medicine to discuss the pertinent parts of the evaluation if employee so desires.

F. Animal Care and Use Committee *(ACUC)*

Recommend, as necessary, employees for inclusion in the Medical Monitoring Program.

G. Biohazard Safety Committee/Biohazard Safety Officer

Recommend, as necessary, employees for inclusion in the Medical Monitoring Program.

H. Radiation Safety Department

Respond to all questions relating to Radiological Safety.

III. General Provisions

West Virginia University personnel in the following categories, **if so determined by EHS**, may be subject to the Medical Monitoring Program.

A. Administer certain pesticides as a requirement of their employment.
B. Work in high noise level environments.
C. Assigned to tasks which require the use of a respirator.
D. Work around hazardous substances (i.e. asbestos, DBCP, acrylonitrile, inorganic arsenic, lead, and other State and Federal regulated carcinogens).
E. Exposed to non ionizing radiation and lasers.
F. Potential exposure to bloodborne pathogens.

IV. Specific Medical Monitoring and Screening Provisions

A. Pesticides

1. For any employee whose job duties involve the use or application of pesticide, the Director/Occupational Medicine shall engage the service of a licensed physician to provide medical screening.
2. Medical screening shall include monitoring appropriate employees before any exposure to such pesticides and as often thereafter as recommended by the physician.

B. Noise

(29CFR1910.95)

1. The University shall establish and maintain an audiometric testing program which makes audiometric testing available to all employees whose exposures equal or exceed an eight (8) hour time weighted average of 85 decibels for at least one (1) day per year.
2. Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other qualified physician or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated confidence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and calibrating audiometers.
3. The University shall establish for each employee, in the Hearing Conservation Program, a valid baseline audio gram against which subsequent audio grams can be compared. Testing to establish a baseline audio gram shall be proceeded by at least 14 hours without exposure to workplace noise. This requirement may be met by wearing hearing protectors which will reduce the noise exposure to a sound level of 80 dBA or below.
4. Annually, after obtaining baseline audio grams, the Department of Environmental Health and Safety shall obtain a new audio gram for each employee exposed at or above a time weighted average of 85 decibels.

C. Respirator Users

(29CFR1910.134)

Employees shall not be assigned to tasks requiring use of respirators unless it has been determined that they are able to perform the work while using the required respiratory protective equipment.

1. Medical Examination:
   a. A licensed physician shall determine what health and physical conditions are pertinent.
   b. The health of persons assigned the use of respiratory equipment shall be reviewed annually by a Physician or other License Health Care Professional (PLHCP). Additional tests may be requested by the employer and/or employees as result of fit testing difficulties.
   c. The employer may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.
   d. A final medical examination of the employee, called an exit exam, is required when an employee changes to a job that does not require the use of respirator, or prior to the employee leaving the University.

2. Respirator Fit Testing:
   a. Fit testing is required to ensure that respirators are properly protecting employees. Contact EHS at (304) 293-3792 to register for a respirator fit test.
   b. The employer shall provide a medical evaluation to determine the employee's ability to use a respirator, before the employee is fit tested or required to use the respirator in the workplace. This is because the use of a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee.
   c. Employees using dust masks on a voluntary basis do not fall under the WVU Medical Monitoring Program; however, they must receive "non-medical respiratory protection training." Voluntary use of dust masks is allowed for exposures below the permissible exposure level.

D. Hazardous Substances In Laboratory

(1910.1450(g))

Laboratory employees may be required to participate in the WVU Medical Monitoring Program depending on the nature of materials and conditions of work. The Department of Environmental Health & Safety must be contacted to evaluate these conditions.

All employees who work with hazardous chemicals or agents in the laboratory shall have an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

1. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.

2. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.
3. Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee(s) shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.
   Upon consent of Occupational Medicine, all medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and location.

E. Asbestos

(29CFR1926.1101, 29CFR1910.1001, 40CFR763)

The University shall require employees whose job duties include asbestos remediation to be enrolled in the Employee Medical Medical Monitoring Program.

Furthermore, examinations and procedures must be performed by or under the supervision of a licensed physician, at the consent of Occupational Medicine and at a reasonable time, location, and at no cost to the employee.

Although broad latitude is given to the physician in prescribing specific tests to be included in the medical surveillance program, OSHA requires inclusion of the following elements in the routine examination:

1. Medical and work histories with special emphasis directed to symptoms of the respiratory system, cardiovascular system, and digestive tract.
2. Completion of the Medical Questionnaires; mandatory contained in Appendix D of 29 CFR 1910.1001 and 1926.1101.
3. A physical examination including a chest roentgenogram and pulmonary function test that includes measurement of the employee's forced vital capacity (FVC) and forced expiratory volume at one second (FEV1).
4. Any laboratory or other test that the examining physician deems by sound medical practice to be necessary.
   a. The University shall make the prescribed tests available at least annually to those employees covered; more often than specified if recommended by the examining physician; and upon termination of employment.
   b. The University shall provide the physician with the following information: A copy of this standard and appendices; a description of the employee's duties as they relate to asbestos exposure; the employee's representative level of exposure to asbestos; a description of any personal protective and respiratory

equipment used; and information from previous medical examinations of the affected employee that is not otherwise available to the physician. Making this information available to the physician will aid in the evaluation of the employee's health in relation to assigned duties and fitness to wear personal protective equipment, if required.

c. The University shall obtain a written opinion from the examining physician containing the results of the medical examination; the physician's opinion as to whether the employee has any detected medical conditions that would place the employee at an increased risk of exposure-related disease; any recommended limitations on the employee or on the use of personal protective equipment; and a statement that the employee has been informed by the physician of the results of the medical examination and of any medical conditions related to asbestos exposure that require further explanation or treatment. This written opinion must not reveal specific findings or diagnoses unrelated to exposure to asbestos, and a copy of the opinion must be provided to the affected employee.

F. State and Federal Regulated Carcinogens

(29CFR1910 Subpart Z)

1. A program of medical monitoring shall be established and implemented for employees considered for assignment to enter regulated areas, and for authorized employees.
2. Before an employee is assigned to enter a regulated area, a pre-assignment medical examination shall be provided.
3. Authorized employees shall be provided periodic medical examinations, at least annually, following the pre-assigned examination.
4. Exposure to specific carcinogens, such as vinyl chloride, in excess of the action levels, requires that the University institute a program of medical monitoring, without regard to the use of respirators.
5. Medical exams are required at the time of initial assignment, or upon institution of medical monitoring. The examinations shall be performed at least annually.
6. Employees shall be afforded appropriate medical examination during emergency exposure or when such employee is accidentally exposure to regulated chemicals occurs.

G. Animal and Biological Research

As determined by the Animal Control and Use Committee, personnel who work in laboratory animal facilities or have substantial animal contact must be provided access to an occupational health program which should include but not necessarily be limited to:

1. A physical examination and a medical and work history prior to work assignment.
2. An immunization schedule for protection by pre-exposure immunization for personnel who handle animals at substantial risk of infection with such agents as rabies virus.
3. Tetanus immunization.
4. Prophylactic vaccinations when research is being conducted on infectious diseases for which effective vaccines are available.
5. Tuberculosis tests when personnel have contact with nonhuman primates.
6. Blood brucilus exam.
7. Febrile agglutants study.

H. Commercial Driver's License

(Commercial Motor Vehicle Act of 1986)
This program is implemented by Human Resources.

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I. Bloodborne Pathogen Hepatitis B Vaccination

(29CFR1910.1030)
Those employees who are determined to have potential occupational exposure to blood or other potentially infectious material must comply with the procedures and work practices outlined in the WVU Exposure Control Plan (see WVU Biohazard website) and Bloodborne Pathogens for Non-Medical Employees (see.WVU EHS website http://ehs.wvu. edu)