

Directive 372.2

3/1/82

ACTION BY: Employees in Commodity Laboratories, AMS

REPORT DUE: Annually - October 1

Medical Examinations for Employees

Exposed to Hazardous Employment Conditions

I PURPOSE

This Instruction sets forth procedures for obtaining medical examinations for employees exposed to dangerous materials or inordinate hazards in the course of their work.

II AUTHORITY

Medical examinations for employees exposed to hazardous conditions are authorized under the Occupational Safety and Health Act of 1970, and Executive Order 12196, dated February 26, 1980. Program funds will be used when the Departmental Medical Officer has determined that medical examinations or tests requiring medical expertise are necessary as precautionary measures for the protection of government employees.

III GENERAL

This Instruction covers employees who work with or are exposed to any of the following:

- A Dangerous chemicals or carcinogens.
- B Radioactive materials.
- C Biological hazards which produce tissue or nerve damage or disease.
- D Any other similar biological hazards.

IV RESPONSIBILITIES

A Officers in charge shall:

- 1 Determine extent of use of hazardous materials.
- 2 Provide training in safe handling of hazardous materials.
- 3 Provide personal protective equipment to employees as determined necessary.
- 4 Report all accidental exposures to dangerous materials or conditions through channels to the Employee Relations and Services Branch, Personnel (PE) Division.
- 5 Provide data on chemical and biological hazards to the Departmental Medical Officer who will determine tests needed and frequency of testing.

B Employees shall:

- 1 Comply with applicable instructions and regulations.
- 2 Use the protective equipment and devices provided.

V MEDICAL SURVEILLANCE

A Base-line physical examinations are required as follows:

1 All newly hired employees who are to work with toxic substances shall have a base-line physical examination. The base-line physical examination shall include:

- a Blood chemistry screen (SMA 24 or 18).
- b Complete blood count (CBC).
- c Urinalysis.

2 Current employees who are temporarily or permanently assigned to work with toxic substances shall have a base-line physical examination.

3 A physical examination is required before an employee begins to work with toxic substances.

4 When an employee is reassigned and no longer working with toxic substances, he/she shall have a final base-line physical examination.

Page 2

(V)

B When the Departmental Medical Officer has established the extent of medical surveillance necessary, the officer in charge shall:

1 By October 1 each year, provide a list through channels, to the Employee Relations and Services Branch, PE Division, of all laboratory employees to be tested during the Fiscal Year. Include:

a Name of employee.

b Test needed.

c Frequency.

d Name and location of testing facility.

e Estimated cost.

2 Update the list during the year as changes occur.

3 Assure that the most reasonable testing source in the area is used.

4 Verify completion of services rendered and forward the bill with Form AMS-542, Accounting Authorization and Classification, through channels to the Employee Relations and Services Branch, PE Division.

5 If an employee chooses not to participate in this program, obtain a signed statement to thage are responsible for ensuring that smoking guidelines in effect conform to AMS policy.

6 Give the employee administrative leave to have necessary tests performed. The program area in which the employee works will reimburse any travel expenses incurred by the employee.

7 Follow through on recommendation from the Departmental Medical Officer in case of abnormalities as a result of testing.

C Testing source shall send a copy of the employee's test results to the Departmental Medical Officer in an envelope marked "Medical Confidential."

D The Departmental Medical Officer shall:

1 Review medical tests promptly.

Page 3

(V D)

2 Immediately notify employee, through supervisor, if there are abnormalities as a result of the test.

3 Recommend appropriate retesting and followup when abnormal test results are obtained.

E Employee Relations and Services Branch, PE Division, shall:

1 Verify the invoice with established list of employees in the program.

2 Certify Form AMS-542 and forward to Fiscal Operations and Systems Branch, Financial Management (FM) Division.

3 Evaluate the program on an annual basis.

F Fiscal Operations and Systems Branch, FM Division, shall process the invoice for payment.

Irving W. Thomas

Deputy Administrator, Management

Page 4
