

# NAVAL POSTGRADUATE SCHOOL - SAFETY GRAM



**MISSION STATEMENT:** It is the Mission of NPS Safety Directorate to save lives and provide academic and research readiness, through risk identification and mitigation.



## MEDICAL SURVEILLANCE

10 December 2015

### INTRODUCTION:

The Navy's occupational medicine program focuses on prevention of occupational diseases and injuries, primarily through the medical surveillance of:

- (1) employees potentially exposed to workplace health hazards, or
- (2) personnel performing jobs or processes identified as having potential for injury or property damage when employees have certain known or unknown health conditions. The following information provides background information to ensure personnel requiring medical surveillance receive the necessary exams.

The basics of the medical surveillance program are outlined in the Occupational Health chapter of the Navy's Occupational Safety and Health Manual (OPNAVINST 5100.23 series). CNO message R121344Z of July 2012 explained and clarified the program basics and responsibilities. Medical surveillance requirements apply to all personnel working in command workplaces. Note that contracted personnel are responsible for obtaining medical surveillance through external sources since Navy Medicine policy states that services are not provided to these workers.

This program involves the following elements:

- (1) Identification of personnel for enrollment in (health hazard) exposure-based programs based on exposure assessments conducted as part of the comprehensive industrial hygiene survey process. Examples include Noise, specific chemicals, Blood/Body Fluids, and Respirator User (if necessary to prevent significant exposure to airborne chemical health hazards)
- (2) Identification of personnel for enrollment in Specialty or Certification exams that are based on duties of the employee's job and do not involve exposures to health hazards (and thus are not based on or involve the above industrial hygiene involvement). Examples are Child Care Worker, Food Service Worker, Police Officer, and Forklift Operator. A complete list of these programs can be found at the following source: [www.nmcphc.med.navy.mil](http://www.nmcphc.med.navy.mil), "Environmental Health" tab, "Occupational and Environmental Medicine" subtab, "Occupational and Environmental Medicine Division" link, "Technical Manuals and Guidance" sublink. The manual lists these programs and pertinent information such as periodicity, and are found in Chapter 7.
- (3) Fitness for duty (such as preplacement or return to work) medical evaluations

(4) Worksite consultations

(5) Epidemiological assessments from injury and illness data to assist in prevention efforts and reduction of lost work time

## **RESPONSIBILITIES:**

Commanding Officer: Ensure medical surveillance programs are in place and that the provision of medical examinations is made available at no cost to the individual.

BUMED Industrial Hygienist: Identification of departmental operations and processes needing exposure-based medical surveillance exams.

Laser Systems Safety Officer (LSSO): Identification of departmental operations and processes needing Class 3B or 4 Laser medical surveillance exams.

Radiation Safety Officer (RASO): Identification of departmental operations and processes needing Ionizing Radiation medical surveillance exams.

Explosive Safety Officer (ESO): Identification of departmental operations and processes needing Explosive Handler or Explosive Vehicle Operator medical surveillance exams.

### Departmental Managers & Supervisors:

- Identification of employees requiring medical surveillance exams based on:
  - either the medical surveillance matrix from the most recent comprehensive industrial hygiene survey report, or as outlined in a special industrial hygiene survey report for an assessment performed prior to the next scheduled periodic comprehensive industrial hygiene survey, and
  - performing duties involving Specialty/Certification exams as explained above.
  - any guidance from the LSSO, RASO and ESO as discussed above
- Scheduling employees identified above for the exams with the Presidio of Monterey Army Medical Clinic's Occupational Health Department.

### Presidio of Monterey Army Medical Clinic Occupational Health Department:

- Coordinates with departmental supervisors and Army Medical Clinic staff to schedule medical surveillance exams.
- Maintains medical records.

Employees: Attend scheduled medical surveillance exams.

### Safety Director/Manager/Office:

- Provides medical surveillance program oversight and evaluation.
- Provides input on selection of employees for enrollment in Specialty/Certification exams when requested.

## **MEDICAL SURVEILLANCE PROCESS:**

1. To identify processes and/or job titles having exposure-based medical surveillance requirements, department management reviews most recent information from:
  - the medical surveillance matrix from the most recent comprehensive industrial hygiene survey report
  - any special industrial hygiene survey report for an assessment performed prior to the next schedule periodic comprehensive industrial hygiene survey
  - any guidance from the LSSO, RASO and ESO to identify Laser, Ionizing Radiation, and Explosive Safety medical surveillance requirements
  - the Navy medical surveillance manual, with guidance from the activity's Safety Office as needed, manual to identify position titles having Specialty/Certification programs medical surveillance requirements
2. Supervisors identify personnel performing processes or occupying positions having medical surveillance requirements.
3. Consult the Navy medical surveillance manual if not discussed in the table on page 4 to determine the periodicity, e.g., annual, two-year, five-year, one-time, requirements of the applicable medical surveillance programs and the date of the employee's previous medical exam to determine the employee's next exam due date.
4. Supervisors schedule appointments for medical surveillance exams for their employees with the Presidio of Monterey, Army Health Clinic, Occupational Health Department.
5. Supervisors ensure their employees attend the scheduled exams. Note that some exams require two phases on different dates, the first one to have any medical tests such as hearing tests, blood drawn, etc., and the second visit involves seeing the occupational health physician to review the test results with the employee and determine if any future action besides the next periodic exam is needed. The date of the second exam is scheduled at the end of the initial visit. For some exams, unusual results require followups/additional actions such as additional visits.
6. Upon completion of all exams and visits, track the due date for the next periodic exam and notify the Safety Office Director/Manager/Medical Surveillance Program Manager (person as applicable per the activity's Safety Office's guidance/policy) of the employee's name and exam completion date to allow tracking and end-of-year reporting required by the July 2012 CNO message mentioned above.

**MOST COMMON MEDICAL SURVEILLANCE PROGRAMS DISCUSSION:**

<b>PROGRAM TITLE/PROGRAM NUMBER</b>	<b>PERIODICITY</b>
Forklift Operator/710	3 Years
Noise/503	Annual
Metal Working Fluids/162	Annual
Lasers, Class 3B or 4/506	Baseline and Termination*
Ionizing Radiation/505	<50 years of age: 5 years; 50-59 years of age: 2 years >59 years old: Annual
Explosive Vehicle Operator/ 721 (Civilians)	< 60 years of age: 2 years >60 years of age: Annual
Explosive Vehicle Operator/721 (Military)	5 years
Explosive Handler/ 721	< 60 years of age: 5 years 60 or more years of age: Annual
Blood/Body Fluids/178	Baseline only*
Child Care Worker/803	Annual
Food Service Worker/709	Baseline only
Police/Security Guard/714	<35 years of age: 5 years 35 to 45 years of age: 2 years >45 years of age: annual
Barber/Beauty Shop Worker/723	Baseline only**
Respirator User/716***	<35 years of age: 5 years 35 to 45 years of age: 2 years >45 years of age: annual

- Notes: \* = immediate exam required if an exposure incident occurs
- \*\* = unless necessary for local area, e.g., county public health department, requirements, followup exams are not required. Abnormal findings require further evaluation.
- \*\*\* = not required for elective wearers of disposable dust/N95 respirator wearers approved for use by the activity's Respirator Program Manager