

Contact Person	Sean Whalen	Revision	3
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OCCUPATIONAL MEDICINE PROGRAM PLAN

The Ames Laboratory Occupational Medicine Program Plan documents the primary policies, practices, and organizational structure of the Occupational Medicine Office. The Occupational Medicine Program fulfills the requirements in 10 CFR Part 851, *Worker Safety and Health Program*. Additional information is documented in the Occupational Medicine Desk Reference (OMDR).

1.0 APPROVAL RECORD

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The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 OCCUPATIONAL MEDICINE PROGRAM

The Occupational Medicine (OM) Program provides occupational medicine services necessary for the promotion of a healthful work environment and worker protection to Ames Laboratory employees. OM services are also provided to members of the Iowa State University (ISU) community under terms of an annual agreement with the University. Only ISU employees exposed to workplace hazards are eligible for OM services.

An ISU agreement for occupational medicine services is prepared annually and signed by representatives of Ames Laboratory and ISU. This agreement addresses the cost sharing between ISU and Ames Laboratory and details the occupational medicine services that OM will provide for ISU employees. The total cost of occupational medicine services is pro-rated between Ames Laboratory and ISU on the basis of patient contacts during a fiscal year. The ratio is determined on an annual basis of the ISU fiscal year, July 1 to June 30. A separate memo is completed each year and agreed upon by both parties. An estimate of the total annual cost for occupational medicine services provided to ISU will be included in this memo based on the ratio of patient contacts and the projected budget costs for operation during the succeeding year.

Ames Laboratory OM staff and the staff physician report to the Environment, Safety, Health & Assurance (ESH&A) Manager, who reports to the Ames Laboratory Deputy Director. The staff physician directs and manages the administrative functions of OM including oversight of all facets of operation, fiscal responsibility, and day-to-day management of staff according to DOE, university, state, and federal regulations. The staff physician is responsible for providing health

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care services to Ames Laboratory and ISU employees, including medical surveillance examinations, wellness services, care and treatment of work-related injuries and illnesses and for providing supervision and guidance to the nursing staff. The Administrative Specialist manages the business and financial operations of OM and oversees the Former Worker Program. The supervisor of nursing services directs the nursing care and individual health education of Ames Laboratory and ISU employees. The nurse provides nursing care and acts as a program support person. The nursing staff provides nursing care and program support. The student office assistant performs clerical duties, as needed.

OM at the Ames Laboratory provides a wide range of clinical services which may include medical examinations, treatment of minor work-related injuries/illnesses, medical testing, laboratory testing, immunizations, wellness and health promotion programs, return-to-work evaluations, worker compensation programs, fitness for duty evaluations, and coordination and referral of Employee Assistance Program services.

Internal coordination and communication among OM personnel is accomplished through active participation on various committees. Occupational Medicine conducts staff meetings to communicate key information, which also provides a forum to raise issues and concerns.

Occupational Medicine staff participates with personnel from Environment, Safety, Health & Assurance (ESH&A) on site wide ESH&A teams. The teams exist to support the specific safety and health needs of laboratory organizations such as emergency response, OSHA CAIRS, and integrated safety management. Qualified OM staff are prepared to assist in the delivery of medical services, if needed, in the event of an emergency.

OM staff and representatives from ESH&A periodically participate in “Site Visits” to different research areas at the Ames Laboratory through the Ames Laboratory Readiness Review Process. One of the purposes of the site visit is to develop a working rapport with the group being visited while being briefed as to potential hazards in their site’s working environment. Ergonomic reviews may be made by the nurse and a member from ESH&A to assist personnel in revisions in their working environments. These reviews may be performed to prevent injuries caused by repetitive work motions.

The Energy Employees’ Occupational Illness Compensation Program Act (EEOICPA) is coordinated through Occupational Medicine. Staff members process EEOICPA benefit claims for former workers. Each claimant may file a Part B, Part E, or NIOSH claim. Special Exposure Cohorts (SECs) have been established for classes of former workers at the Ames Laboratory.

Several reports are written to upper management each month. These reports include a statistical analysis of Ames Laboratory and ISU patient visits and a report that details work-related injuries and illnesses.

Departmental policies and procedures may be found in the Occupational Medicine Desk Reference (OMDR) located in Occupational Medicine, G11 TASF.

3.1 Occupational Medicine Mission

3.1.1 Mission Statement

The Occupational Medicine Program is provided for the purpose of protecting employees’ health. The protection of the health of the employee is accomplished by:

- Hazard identification and tracking.

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- Worksite visits and/or hazard site surveys.
- Appropriate exposure monitoring and hazard communication.
- Preventive activities such as training and screening.
- Appropriate baseline and age/hazard/health status periodic evaluation to assure necessary health surveillance appropriate to the individual employee.
- Appropriate diagnosis and treatment of work related illnesses and injuries; and of non-occupational illness and injury.
- Monitoring of the workforce and workplace for new or changing hazards.
- Recording and reporting data on employee health.
- Providing patient comfort and confidentiality.
- Assisting in appropriate referral for care outside the scope of the Occupational Medicine facility.
- Arranging for and/or providing employee assistance for the troubled employee.
- Providing ongoing health education and wellness programs.
- Ensuring that non-occupational illnesses and/or disabilities are compatible with safe work status.

3.1.2 *Bill of Rights of Examinees*

Occupational Medicine recognizes the basic human rights of patients. Each worker subjected to a medical evaluation or test has a right:

- To be told the purpose and scope of the evaluation test;
- To be told for whom the physician works;
- To be provided informed consent for all procedures;
- To be told how examination results will be conveyed to management;
- To be told about confidentiality protections;
- To be told how to obtain access to medical information in the employee's file; and
- To be referred for medical follow up, if necessary.

3.2 **Policies and Procedures**

3.2.1 *Occupational Medicine Staff Responsibilities*

The organizational chart is intended to place the staff physician in the leadership position to ensure that the delivery of patient and healthcare service programs are consistent with DOE, University, state, and federal regulations. The staff physician directs and manages the administrative functions of Occupational Medicine to include oversight of all facets of operation, fiscal responsibility and day-to-day management of staff.

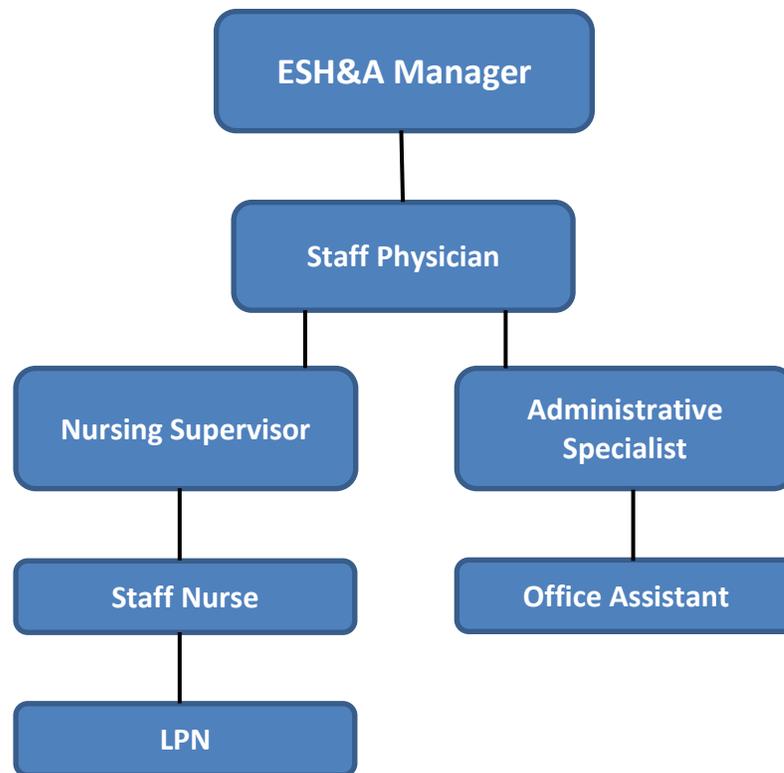
A general description summary of the duties and responsibilities of each job category follow:

- Overall program oversight, i.e., budget, ISU/AL contract, and performance of all levels of the program, is the responsibility of the Ames Laboratory ESH&A Manager and Deputy Director.
- The staff physician is responsible for providing health care services to include medical surveillance examinations, wellness services, care and treatment of work-related injuries and illnesses and for providing supervision and guidance to the Occupational Medicine staff. The staff physician's supervisor is the ESH&A manager.

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- The Administrative Specialist assists Occupational Medicine by performing financial, personnel, administrative, and communication tasks. The Administrative Specialist reports to the staff physician.
- The Nursing Supervisor provides primary nursing care under the direction and supervision of the staff physician. The Nursing Supervisor delegates professional duties to all nursing personnel and plans and directs the wellness programs, including training classes for various safety programs and university preventive medicine programs. The Nursing Supervisor’s supervisor will be the staff physician.
- Nursing staff provides services to patients and the department, as described in their job description, under the supervision of the Nursing Supervisor.
- Provisions for duties and tasks to be performed by any hourly or clerical staff are provided by the Nursing Supervisor.

3.2.2 Organization Chart



3.2.3 Confidentiality Policy

The confidentiality of all patient information shall be observed at all times by all members of the Occupational Medicine staff. Disclosure of information from an employee’s health records shall not be made without the written consent of the employee, except as permitted by state and federal regulation. Such records shall remain in the exclusive custody and control of Occupational Medicine.

Active employees’ physical and electronic medical records and information shall remain under the custody and control of the staff physician.

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The office design shall be set up, in such a manner, to promote patient confidentiality. Situations should not occur that would allow other employees or patients to overhear patient conversations or information concerning patients.

Patient information that is faxed to a physician requires the use of a cover sheet with a confidentiality statement.

3.2.4 *Protection of Personally Identifiable Information*

Occupational Medicine recognizes the importance of protecting Personally Identifiable Information (PII), which is defined as information about an individual, maintained by an agency, which can be used to distinguish or trace an individual's identity. It should be noted that PII is a subset of a more broadly defined category of information often referred to as sensitive information.

Occupational Medicine will protect all PII through:

- The use of timed lock screens on computers.
- The reduction of the use of PII on all Occupational Medicine forms.
- Locked storage of all patient medical records when not in use.
- Control of all medical records to prevent possible unauthorized access.

3.2.5 *Parking Protocol*

When parking is needed for Occupational Medicine Department contacts, the following options may be used:

- Patients with medical emergencies or those with short visits may park in the Occupational Medicine patient parking (one slot) on the east side of TASF.
- Sales representatives, departmental contacts and patients may also park in the designated Ames Lab Visitor parking. Plant Protection (G34 TASF) will issue visitor parking permits.

3.3 **Medical Services**

Ames Lab employees may be treated by Occupational Medicine for minor and urgent non-occupational injuries or illnesses which facilitate staying at the workplace. If laboratory tests, x-rays, physical therapy, etc. are necessary, they will be directed to their personal primary care provider.

ISU employees may be treated for minor work-related illnesses and injuries. Occupational Medicine staff will direct them to complete the First Report of Injury form on AccessPlus with their supervisor and submit it electronically. Employees with non-occupational illnesses and injuries will be advised to seek treatment from their personal physician. In the absence of knowing that an injury or illness is work-related, the employee may be seen and treatment will be determined on a case-by-case basis. Similarly, acute illnesses which could be negatively impacted by a known hazard in the workplace will be seen on a case-by-case basis. All employees with non-work related concerns should be screened by the Occupational Medicine nurses who may then assist the employee in obtaining an appointment with a private physician.

Students requesting to be seen for non-occupational injuries or illnesses will be referred to Student Health Services for treatment. Student employees (Ames Lab or ISU) who have work-related injuries and illnesses may be treated by Occupational Medicine.

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3.3.1 *Policy Concerning Work-Related Injuries When Occupational Medicine is Closed*

Occupational Medicine hours are from 8 a.m. to 11:50 a.m. and 1 p.m. to 5 p.m., Monday through Friday. The office is closed on all weekends and University holidays. During the University's Thanksgiving break, Christmas break, and the summer session, Occupational Medicine will follow the University's schedule for hours of operation. When Occupational Medicine is closed, a sign will be posted notifying any employee (Ames Laboratory and ISU) with a work-related injury to report to Plant Protection, G34 TASF.

If Occupational Medicine is closed, employees are to go to Occupational Medicine at McFarland Clinic. If the injury occurs after 5:00 p.m., before 8:00 a.m., or on a weekend or holiday, employees should go to an emergency room or to their own physician. Any Ames Laboratory injury/illness that is work-related and that is treated at another location (i.e., ER, personal physician) must be reported to Occupational Medicine the next workday.

Employees should dial 911 in emergency cases that need immediate attention. Employees may use the phone at Plant Protection, G34 TASF to make these calls.

3.3.2 *Informed Consent Protocol*

When an Ames Laboratory employee is seen in Occupational Medicine for medical tests or procedures, an Informed Consent form will be completed by the employee. The purpose and nature of medical tests and their results will be clearly communicated verbally and in writing to each employee offered testing. This communication will be documented in the employee's medical chart by the signature of the health care professional and the employee.

3.3.3 *Sick Leave*

A search will be performed in the Ames Laboratory computer database, COGNOS, to determine if an employee has been absent for five or more consecutive days. The employee shall report to Occupational Medicine if the absence exceeds five days or at the request of the employee, the employee's manager or Occupational Medicine. Occupational Medicine will determine if any restrictions or special conditions exist which affect the employee's return to work.

3.3.4 *Work Site Visits*

The Occupational Medicine professional staff will make regular visits to Ames Laboratory and ISU work-sites to become familiar with employee job tasks, work-site environments, and existing or potential health hazards. Staff members are encouraged to participate in this activity.

Ames Laboratory work-site visits will be scheduled and coordinated through the Readiness Review process. After the work-site visit, the Readiness Review Comment Form will be routed to all Occupational Medicine staff. This form will provide information on the current research activities that were reviewed and the existing or potential health hazards. ISU work-site visits will be scheduled through departmental supervisors.

3.4 **Health Examinations**

"A" Hazards

Ames Lab and ISU employees with "A" hazards will receive medical surveillance examinations. "A" hazards include all OSHA regulated hazards as well as any other

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hazard that is determined to be of significant interest to merit monitoring. The “A” hazards are listed on the Hazard Inventory Form (Form 46601.021).

Other Hazards

Ames Lab and ISU employees with all other hazards may have health examinations as determined by the staff physician.

No Hazards

Health exams may be completed on Ames Lab and ISU employees who currently do not have known hazards but who in the past had documented hazards while employed at ISU. This is to ensure appropriate long-term screening of those inactive hazards.

Ames Lab employees are offered voluntary health examinations as part of a wellness program. Employees are offered an examination every three years up to age 45. At 45, these examinations are offered annually.

Exit Examinations

Occupational Medicine recommends that Ames Lab and ISU employees with “A” hazards receive an exit medical surveillance examination during their last month of employment.

3.4.1 Health Examination Protocol

Employee health examinations shall be given to provide initial and continuing assessment of the employee in order to:

- Determine whether the employee’s physical and mental health are compatible with the safe and reliable performance of assigned job tasks in accordance with the Americans with Disabilities Act of 1990.
- Detect evidence of illness or injury and determine if there appears to be an occupational relationship.
- Contribute to employee health maintenance by providing the opportunity for early detection, treatment, and prevention of disease or injury.
- Provide an opportunity to assess risk factors which will cause premature morbidity or mortality (e.g., hypertension, smoking, elevated lipids).
- Maintain documented records of the physical and health experience of employees.

Physical examinations, laboratory testing and other health examinations will be offered to all Ames Laboratory employees. ISU employees exposed to regulated occupational hazards are encouraged to complete the necessary evaluations and examinations.

Baseline Examinations:

Baseline physical examinations could include the following:

- Completion of appropriate forms.
- Pertinent baseline blood and urine test.
- Vision and hearing tests.
- Pulmonary function tests.
- Workplace history and hazard evaluations and hazard evaluations.
- Physical examinations.

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- Needed immunizations and/or referral for special exams/tests.
- Baseline electrocardiograms after age 40.
- Other pertinent baseline information or tests as determined by hazards, age, medical history, or health status.

Periodic Examinations:

Recall or periodic exams will involve a review of interval medical history from the period since the baseline or last recall exam. Unless otherwise requested by the employee, the extent of the exam done and tests ordered will be based on the following priorities:

- Occupational hazards and recommended medical surveillance for those hazards (appropriate tests and exam emphasis).
- The age and health status of the employee as determined from baseline, past recall, or pertinent interim history.
- Other preventive services and interventions as indicated from the above and as noted in the preventive services protocols.
- Other pertinent or requested tests or exams, if indicated or approved by the staff physician.

Frequency of periodic exams will be determined by the following:

- Applicable regulations (OSHA or other federal or state laws governing specific work hazards) may require annual or more frequent than annual tests or exams.
- Annual beginning at age 45. (Content determined as above.)
- If employees do not meet any of the criteria listed above, recall frequency will be based on age and health status.

Re-examination of Specific Problems:

Employees with existing or developing health problems may be re-examined or referred to the employee’s personal physician.

Termination Health Evaluations:

A health status review shall be made available for all terminating Ames Laboratory employees. Based upon the information obtained, a health examination (the content to be determined by the staff physician) shall be conducted, whenever possible, on employees with known occupational illnesses or injuries, documented or presumed exposures required by OSHA regulations, or when more than one year has elapsed since the last examination. This should include a review of the medical record, associated exposure information, and a completed Employee Termination Questionnaire.

Laser Eye Examinations:

All employees using laser systems of Class 3b or 4 must have a special ophthalmologic examination prior to beginning work and again at the time of their separation from the Ames Laboratory. These examinations will be completed by Occupational Medicine. Any abnormal results will result in a referral to an outside ophthalmologist.

Special Examinations:

Any employee who feels they have been exposed to anything potentially harmful to their health in the course of their employment may be evaluated in Occupational Medicine. Any special tests will be determined on an individual basis.

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3.4.2 *Medical Restrictions and Evaluations*

3.4.2.1 Job Transfer Examinations

A job transfer examination will be completed on all employees that have job transfers to new jobs that involve changes in job hazards. The employee's supervisor will complete a new hazard inventory form on the employee reflecting the changes in job hazards. The hazard inventory form will be evaluated by ESH&A and forwarded to OM.

The job transfer examination will be similar to a new employee examination in that its objective will be to determine, at the time of the proposed job change, that the employee will be as physically and emotionally fit to perform in the new position as in the one being vacated. Employees will be examined as soon as a transfer is being considered. This will ensure that workers are capable of performing in that new job, without harm to themselves or coworkers and without jeopardizing company equipment or property.

A review of the medical record will be completed, job hazards will be evaluated, and appropriate tests will be completed. Approval will be granted or not granted depending on the results of the examination.

3.4.2.2 Medical Restrictions

Occupational Medicine will monitor ill and injured workers to facilitate their rehabilitation and safe return to work and to minimize lost time and its associated costs. An employee will be placed under medical restrictions when health evaluations indicate that the worker should not perform certain job tasks. Refer to the OMDR for further documentation. Participation by OM, ESH&A, injured employees, and supervisors will provide an effective return to work program. Providing case management techniques along with early return to work programs are essential components of a comprehensive effort to manage the incidence and cost of injuries and illnesses.

3.4.2.3 Preventing Premature Morbidity and Mortality

Occupational Medicine will develop measures to identify and manage the principal preventable causes of premature morbidity and mortality affecting worker health and productivity. Wellness programs will be developed to prevent and manage these causes of morbidity when evaluations demonstrate their cost effectiveness. Information will be made available to Occupational Medicine concerning health, disability, and other insurance plans in order to facilitate this process, as needed.

Information concerning height, weight, blood pressure, cholesterol, etc. will be reviewed and tracked during medical evaluations. Patient teaching will be conducted to inform employees of wellness programs that can prevent premature morbidity and mortality. Wellness programs will be developed for population-wide strategies designed to improve the health of the Ames Laboratory employees.

The ultimate goal will be to improve lifestyles and habits to prevent disease or the progression of disease. Interaction by Occupational Medicine will provide a great opportunity to keep Ames Laboratory employees healthy and to prevent lifelong chronic problems that contribute to a decrease in function of activities of daily living. The focus will be on key prevention interventions that can be targeted to promote health maintenance.

3.4.2.4 Return to Work Evaluations

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Employees returning to work after a work-related injury or illness or an absence due to any injury or illness lasting five or more consecutive workdays will be evaluated by OM. The employee will receive a return to work evaluation for those absences that are determined to be work-related and that affect the individual's physical and psychological capacity to perform work and return to duty. Refer to the OMDR for further documentation.

3.4.3 Laboratory Tests Ordered by Personal Physician

Occupational Medicine will provide laboratory services for employees, who at the request of their personal physician order specific laboratory tests that are not part of their medical surveillance examination. Requests must be made in writing to Occupational Medicine by the employee's personal physician. Occupational Medicine will draw the blood specimen and send it to our outside laboratory for analysis.

The cost of the laboratory test will be covered by the employee's insurance. Occupational Medicine will only cover the cost of laboratory tests that are part of a required medical surveillance examination. If testing is performed, a copy will be sent to the ordering physician and Occupational Medicine strongly recommends that the employee discuss the results with their personal physician.

4.0 REFERENCES

- 10 CFR 851, Worker Safety and Health Program
- Ames Laboratory Occupational Medicine Department – Occupational Medicine Desk Reference (OMDR)
- [Ames Laboratory Integrated Safety Management System \(ISMS\) and Worker Safety and Health Program Description \(Plan 10200.016\)](#)
- [ISU Occupational Health Guidelines](#)