

SAFETY AND HEALTH STANDARD

MEDICAL SURVEILLANCE

Effective Date: 07/17/10

Standard: 13.2

Document Number:KUCSH0041

Rev: 02

13.2.1 **INTRODUCTION**

13.2.1.1 Medical surveillance in this Standard is restricted to the detection of conditions caused by the workplace environment, or conditions that might be risk factors for poor adaptation to work conditions, and applies to KUC employees and Category 1 contractors. The use of medical examinations for improving general health or for healthier lifestyle promotion is not the intent of this Standard.

13.2.2 **REQUIREMENTS**

13.2.2.1 The medical surveillance program shall be consistent with regulatory requirements, site health risks, and be linked to KUC's objectives and targets. It shall be based on workplace monitoring and assessment.

13.2.2.2 Particular attention shall be given to appropriate medical monitoring for workers where risk assessment indicates the potential for exposure to high-risk hazardous substances including but not limited to carcinogens, reproductive toxicants or respirable crystalline silica.

13.2.2.3 The medical surveillance program is based on sound ethical and clinical practice, such that:

- o A physician, physician assistant, nurse or equivalent, shall conduct medical examinations.
- o Worker's privacy and confidentiality of individual health information is maintained.
- o Test equipment is adequate and appropriate for identified health hazards, and written protocols, including quality control requirements, are available.
- o Biological monitoring methods are appropriate.
- o There are documented medical standards for all safety critical jobs.
- o There are documented methods, standards or guidelines available for determining illness progression resulting from workplace exposures.
- o There are guidelines available for determining removal and re-entry levels for priority hazardous substances and agents where required.
- o Fitness for a particular type of work is determined.
- o Workers are informed of the potential risks from tests and of the monitoring results.

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- o Any invasive test is only undertaken when indicated by the nature of the future job and with the written permission of the candidate (Failure to provide an appropriate sample can be used to make a decision of suitability).
 - o Employees are required to report health conditions that could affect their ability to do their job safely, or that might be confounded by job exposures (e.g. pregnancy and reproductive health risks).
- 13.2.2.4 The frequency of examinations shall be documented and be based on an assessment of the level of health risk, the speed of progression of any illness and on legal requirements. A system shall be in place to notify appropriate personnel of new employees, those transferring to another job and those leaving the company.
- 13.2.2.5 A pre-employment or pre-placement examination is required when:
- o The proposed job has specific health requirements; or
 - o There is a risk that at current site conditions an adverse health effect could occur; or
 - o There is a legal requirement.
- 13.2.2.6 Pre-placement standards for medical examination shall be appropriate to the actual or foreseeable future, risks from the employment or the job assignment.
- 13.2.2.7 A periodic health surveillance program is required when:
- o There is a probability that a health effect could occur from conditions on site.
 - o There is a test that can detect that effect reliably.
 - o Detecting the abnormality brings a health benefit to the worker.
 - o The health benefits are greater than any harm from the testing.
 - o There is a legal requirement for periodic health monitoring.
- 13.2.2.8 Employees who are absent from work due to personal injury, illness or health reasons for over 3 days must report to the KUC clinic with a release from his or her personal physician (if treatment has been provided) and obtain a release to return to work. The release must be presented to the supervisor prior to the commencement of work.
- 13.2.2.9 A medical examination shall be offered on termination of employment when:

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- o There is a possibility that health changes could have occurred.
- o There is a need to document the degree of health changes during employment; or
- o There is a legal requirement.

13.2.2.10 Medical surveillance information shall be provided to management in a form that respects the privacy of the individual, but enables management to fulfill their duty of care obligations to employees.

- o Adverse trends in health monitoring results for an area shall be reported to the area manager in writing. The names of individuals may not be disclosed without their written authorisation

13.2.2.11 Where regulatory or company policy has both an Occupational Exposure Limit (OEL), and a biological standard, compliance with both shall be achieved.

- o Biological monitoring shall not be a substitute for the monitoring of the working environment and the assessment of individual exposures.
- o Occupational health physicians or medical practitioners shall retain overall responsibility for biological tests and other medical investigations.

13.2.2.12 The prime responsibility of a physician / nurse is to the individual patient. However, additional control of workplace conditions required to improve the health of the worker requires management actions. Where adverse health cases are detected the physician / nurse must seek the worker's written permission to give sufficient information to the appropriate manager to effect change, without breaking confidentiality conventions. The physician must encourage the employee to give this permission. If this permission is refused, the physician must record this in the individual's notes, and consider, after consultation with plant staff on job requirements or the safety of others, if the potential outcome of continuing exposure is sufficient to warrant removal of the worker from further exposure

13.2.3 **RESPONSIBILITY**

13.2.3.1 The Area Manager is responsible for ensuring that employees are informed of Industrial Hygiene monitoring results.

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- 13.2.3.2 The Medical Department is responsible for:
- o Documenting medical standards for safety critical jobs.
 - o Documenting methods, standards or guidelines available for determining illness progression resulting from workplace exposures.
 - o Developing guidelines for determining removal and re-entry levels for priority hazardous substances.
 - o Informing workers of the medical test results and potential risks.
 - o Performing pre-employment or pre-placement and periodic health surveillance examinations.
 - o Offering medical examination on termination of employment.
 - o Retaining overall responsibility for biological tests and other medical investigations.
 - o Obtaining the worker's written permission to give sufficient information to the appropriate manager, without breaking confidentiality conventions, where adverse health cases are detected.
 - o Ensuring test equipment is adequate and appropriate for identified health hazards, and written protocols, including quality control requirements, are available.
 - o Ensuring biological monitoring methods are appropriate.
 - o Determining fitness for a particular type of work.
 - o Determining and documenting the frequency of examinations based on an assessment of the level of health risk, the speed of progression of any illness and on legal requirements.
 - o Reporting adverse trends in health monitoring results to the area manager in writing. The names of individuals may not be disclosed without their written authorization.
- 13.2.3.3 The Human Resources Department is responsible for:
- o Maintaining a system to notify appropriate personnel of new employees, those transferring to another job and those leaving the company.
- 13.2.3.4 Employees are responsible for reporting health conditions that could affect their ability to do their job safely, or that might be confounded by job exposures (e.g. pregnancy and reproductive health risks).

REFERENCES:

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KUC Human Resources Policy – Drug and Alcohol Abuse

REVISION HISTORY:

MOC#	Description of Change	Prepared By	Date
12584	Scheduled review and update. Review and comments submitted by the clinic and IH personnel. Also, updated format and Document number added.	KUC Safety and Health Standards Committee	06/10