

	COMPANY HEALTH AND SAFETY PROGRAM	
	Document No. 7.5	Date: August 8, 2006
	Medical Surveillance Program	Revision: 0

1.0 PURPOSE

The Medical Surveillance Program was instituted for HES personnel exposed to hazardous substances or health hazards at or above the permissible exposure limits or levels for 30 days or more a year. The program is also for employees who become injured, ill, or develop signs or symptoms due to possible overexposure involving hazardous substances or health hazards from an emergency response or hazardous waste operation. The Program assists in monitoring employee's physical capabilities to promote a safe and healthy working environment.

2.0 SCOPE

This program applies to all divisions/departments of HES with personnel who require medical surveillance.

3.0 POLICY

It is the policy of HES to medically monitor personnel to ensure that they are fit and medically able to conduct work activities involving asbestos, lead, and other hazardous chemicals encountered in the performance of their job functions.

4.0 MEDICAL FACILITIES

HES will use both a General Practitioner (GP) licensed to practice in the jurisdiction of the work and Occupational and Industrial Health Clinics to provide surveillance services based upon abilities, certifications and location to the project site. There are numerous clinic locations in the New York City metro area. Pre-selected clinics out of the area will be used as needed. The GP and clinics will be used for medical examinations, first aid or medical treatment, and drug and alcohol testing as needed or required by contract.

5.0 MEDICAL EXAMINATION

HES authorized personnel will complete a form to authorize the GP or physicians at clinics, to perform a medical examination for the identified employee. Authorized personnel include the Health & Safety Manager and the Office Manager. The purpose of the physical may vary from a new employee, to updating, or to an exit physical. The employee may waive their right to an exit physical by signing the authorization form prior to leaving HES.

Medical examinations will be provided at no cost to the full time employee, without loss of pay, and at a reasonable time and place. All medical

Medical Surveillance Program	
Document No.: 7.5	Revision: 0

examinations will be performed by or under the supervision of a licensed physician.

Persons who administer the pulmonary function test must have completed a training course in spirometry sponsored by an appropriate academic or professional institution.

Medical examinations will be administered in accordance with the following schedule, which may vary upon contaminant exposure:

- Before the use of a negative pressure respirator;
- At least annually, following the preassignment examination;
- Within ten days following the thirtieth (30) day after an employee has been exposed to asbestos fibers;
- Lead exposure above 50 $\mu\text{g}/\text{m}^3$ (TWA) at any one time;
- Lead exposure above 30 $\mu\text{g}/\text{m}^3$ (TWA) for more than 30 days per year;
- Anytime the Blood Lead Level (BLL) exceeds 40 $\mu\text{g}/\text{dl}$; and
- At frequencies specified by the licensed physician.

The examination may include, but are not limited to, any of the following (dependent upon asbestos, environmental, or lead examination):

1. Detailed work & medical history and review;
2. Respirator clearance to include pulmonary function test with Respirator release and chest X-ray with B-level read;
3. Physician's exam per hazardous substance OSHA Regulations;
4. Blood level and zinc protoporphyrin;
5. Blood chemistry to include serum creatinine and bun;
6. CHEM 30;
7. Baseline 12 lead ekg;
8. Audiogram; and

Medical Surveillance Program	
Document No.: 7.5	Revision: 0

9. Drug and Alcohol testing.

The following information will be provided to the examining physician:

1. A copy of the applicable Standard and related Appendices;
2. A description of the affected employee's duties related to exposure;
3. The employee's representative or anticipated exposure level;
4. A description of any personal protective and respiratory equipment used or to be used; and
5. Information from previous medical examinations, if available.

6.0 PHYSICIANS WRITTEN OPINION

HES will obtain a written opinion from the examining physician within 30 calendar days of the examination. The written opinion will contain the results of the medical examination and include the following (as applicable):

The physician's opinion of any detected medical conditions which may increase health risks due to exposure.

Any recommended limitations on the employee or on the use of personal protective equipment such as respirators.

A statement that the employee has been informed by the physician of the results of the medical examination and of any medical conditions that may result from exposure.

A statement that the employee has been informed by the physician of the increased risk of lung cancer attributable to the combined effects of smoking and asbestos exposure.

NOTE: The Physician will not reveal in the written opinion given to HES specific findings or diagnoses unrelated to occupational exposure. HES will provide a copy of the physician's written opinion to the affected employee within 30 calendar days from its receipt.

7.0 PROCEDURE

When a pre-employment examination, annual updating examination, or an exit examination is required the following steps should be followed:

1. The Health & Safety Manager or Office Manager will be notified for

Medical Surveillance Program	
Document No.: 7.5	Revision: 0

authorization of an employee medical examination. Once cleared by the Division Manager, the signed authorization form will be faxed to the clinic location. This faxed form will notify the clinic of an approved employee medical examination. The Environmental and Asbestos/Lead Authorization Forms are attached.

2. The employee will then be directed to the designated clinic location to begin the medical examination process. Upon arrival the employee will check-in and complete the medical questionnaire.
3. After the completion of the medical examination the employee will report to wherever directed by supervisory personnel.
4. The clinic will file designated copies of records within their filing system and forward a complete set by mail to the main office.
5. Medical clearance will be forwarded to the Health & Safety Manager or Office Manager as soon as available, but within five days.
6. The employee will be notified of the results within 30 calendar days from its receipt.

8.0 MEDICAL EXAMINATIONS NOT REQUIRED

Periodically, HES may hire personnel who have either worked for HES in the past or other firms who provided medical examinations. If these personnel can provide a legitimate copy of their medical examination records within the past twelve (12) months, they may not be required to submit to another medical examination until the twelve month period has lapsed.

HES reserves the right to require the employee to take an initial HES medical examination or wait until the annual time period has lapsed.

9.0 RECORDKEEPING

A file will be kept for each employee affected by this program. Any employee may view their file at any time with a request to the Health & Safety Manager or Office Manager. Each employee file will contain the employee name, employee social security number, physician's written opinions, recommended limitations, the results of the exam and tests, any employee medical complaints related to exposure to hazardous substances, and a copy of the information provided to the examining physician by the employer.

This documentation will be maintained for at least the duration of employment plus ten (10) years after the date of the final release of the employee. The occupational health clinic, which performs the examinations, will also keep a

Medical Surveillance Program	
Document No.: 7.5	Revision: 0

copy of the medical exam and test results.

10.0 EMPLOYEE MEDICAL RECORDS REQUEST

Once an employee or employee's representative requests access to or a copy of his or her own medical records HES will provide the information within 15 days of the written request. The following steps are to be followed for confidentiality reasons:

1. Upon verbal request for personal records the employee is required to provide a signature upon personally picking up a copy of the records.
2. If the request is to be mailed, the mailing address will be faxed or dropped off at the main office with the person's signature for request.
3. Medical records will not be faxed to support employee confidentiality.