



Division of Administrative Affairs

Environmental Health and Safety Policy #MAN10 Occupational Health Program Manual

Version #2.0

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1. PURPOSE:

Cover page for FAU Occupational Health Program Manual

2. CONTENTS:

FAU Occupational Health Program Manual 8 pages.

Approved and issued by order of:

Wendy Ash Graves
Wendy Ash Graves
Director, Environmental Health and Safety

DATE: 08/02/2023

POLICY MAINTENANCE SECTION

Table with 2 columns: Field (Last Revision Date, Last Revision By, Next Review Due, Review Frequency, Version, Time-sensitive Items) and Value (08/02/2023, W. Ash Graves, 08/02/2026, 3 years, 2.0, N/A)

THIS POLICY RESCINDS ALL OTHER WRITTEN DIRECTIVES REGARDING THIS TOPIC.

3. RECORD OF CHANGES/STATUS CONTROL:

Table with 4 columns: Version, Date, Summary of Changes, Reviewed By. Row 1: 2.0, 08/02/23, Updated for alternative medical provider and language clarification, W. Ash Graves



FLORIDA ATLANTIC
UNIVERSITY

ENVIRONMENTAL HEALTH AND SAFETY

Occupational Health Program Manual

Florida Atlantic University

Office of Environmental Health and Safety

August 2023

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1. Introduction

Florida Atlantic University (FAU) is committed to providing a safe and healthy environment for our faculty, students, staff and visitors. This document describes the Occupational Health Program at FAU, designed to monitor the health of employees and students involved in potentially hazardous work or study through risk assessment, and medical monitoring, if needed. This program is designed in accordance with Occupational Safety and Health Administration (OSHA) federal regulations. The FAU requirement for Occupational Health Program oversight is based on the following:

- Prior to working with certain hazardous materials or under some hazardous conditions; e.g. human blood, animals, asbestos, excessive noise, etc.
- When an employee develops signs or symptoms associated with possible overexposure to hazardous materials with which they are working;
- When an employee is exposed to certain hazardous materials at concentrations at or above OSHA's Action Level, or Permissible Exposure Limits.

Failure to participate, complete training and complete annual updates as required by the university may result in suspension of ability to work with the associated hazards.

2. Applicability and Scope

The elements of this program apply to all employees and students at FAU.

3. Responsibilities

Adherence to good health and safety practices and compliance with applicable health and safety regulations are a responsibility of all members of the FAU community in accordance with University Policy 4.1.2 Environmental Health and Safety.

The Office of Environmental Health and Safety (EH&S) is responsible for the following:

- Reviewing legislation, recommending policies, and monitoring compliance with environmental and health and safety statutes and regulations and University health and safety policies and programs;
- Developing and implementing the Occupational Health program in accordance with University Policy 4.1.2 Environmental Health and Safety;
- Administering the Occupational Health program;
- Providing guidance and technical assistance to supervisors and managers in the schools, departments and other work units in identifying evaluating and correcting health and safety hazards;
- Providing training materials, assistance and programs in safe work practices;
- Developing programs for the safe use of hazardous radiological, biological and chemical substances and lasers; and
- Managing the tracking of employees in the program(s) and coordinating the billing for program costs.

Department heads and supervisors are responsible for the following:

- Being current with and implementing FAU health and safety policies, practices and programs;
- Ensuring that workplaces, including laboratories, and equipment are safe and well maintained;
- Ensuring that work areas with potential hazards covered by the program(s) are identified;
- Identifying covered workers and ensuring they are included in the program; and
- Ensuring employees, students and volunteers under their supervision or within their work areas have been provided with appropriate training.

Workers are responsible for the following:

- Individuals covered under the FAU Occupational Health Program should understand risk assessments (completed by their supervisors) specific to their workplace and potential hazards therein;
- Workers (employees, students, and volunteers) must complete all occupational health requirements to participate in associated work activities.

The Occupational Medical Provider is responsible for the following:

- Conducting medical evaluations in accordance with established medical monitoring protocols
- Conducting necessary diagnostics to make a medical clearance determination Maintaining required medical recordkeeping
- Providing medical clearance status reports to workers and EH&S

4. Program Participation

Participants in the program will include:

- Those required to wear a respirator as part of their job (Respiratory Protection Program)
- Those who work with animals under an approved IACUC protocol
- Those with indirect exposure to research animals
- Those who perform diving as a part of their job
- Those who may come into contact with bloodborne pathogens
- Those who work with or may come into contact with hazardous materials
- Those who may work in areas that are loud (Hearing Conservation Program)
- Other high-risk individuals identified by EH&S and/or department/supervisor

Occupational health service elements include, but may not be limited to:

- Pre-placement medical evaluations or screening;
- Vaccinations (if required);
- Periodic medical evaluations; and
- Respirator fit testing.

5. Risk Assessments

An [initial risk assessment](#) is required for all new employees whose duties are covered by the Occupational Health Program (See Section 4 above), and for current employees who have been promoted or transferred to a position with duties covered by the program. The risk assessment is intended to identify the potential hazards

to which the workers/students may be exposed. Some participants will be required to undergo a medical evaluation. Please see Section 6 for more information on medical monitoring

6. Medical Monitoring

Periodic medical monitoring will typically address individual employee exposure to certain hazards, relevant immunizations, and as required by regulations. The following programs require periodic medical monitoring:

- The Animal Research Health and Safety Program is designed to protect employee's health and to comply with regulations and guidelines issued by agencies such as The National Research Council, The National Institutes of Health, USDA/APHIS, the FAU Animal Research Health and Safety Plan and FAU IACUC Policy [2,3,4].
- The Bloodborne Pathogen Exposure Control Program mirrors with OSHA's regulations [5], and is designed to protect the health of individuals who may have contact with human blood or other potentially infectious materials.
- The Respiratory Protection Program is designed to protect employees from overexposure to certain hazardous airborne materials and is required by OSHA regulations [6].
- The Diving and Boating Safety Program is designed to comply with the requirements of the American Academy of Underwater Sciences [7] and other applicable regulations. It is designed to ensure the safety of FAU scientific divers.
- The Hearing Conservation Program mirrors with OSHA's regulations [8] and is designed to protect employee's health from exposure to excessive noise, that is, over 85dBA.

A summary of the medical monitoring requirements for these programs can be found in Appendix 1.

The primary goal of the medical monitoring performed by the Occupational Healthcare Provider is to assess the worker's/student's well-being with respect to the requirements of the specific program(s). However, during the evaluation, based on medical information available at the time, the provider may offer medical advice and/or refer the worker/student to a primary care physician for additional evaluation for conditions that are outside the scope of the visit.

The medical evaluations conducted by the Occupational Health Providers may include one or more of the following methods, based on the provider's exam protocol:

- Collection of vital signs
- Use of instrumented diagnostics, such as spirometry and audiometry
- Collection of blood or urine
- Collection of health history information

7. Separation Medical Evaluation

When an employee who is covered by the Occupational Health Program leaves the university, a separation evaluation may be offered. Such an evaluation will be equivalent in nature to an initial health assessment.

8. Program Operation

The Occupational Health Program is developed and implemented by EH&S. Employees and students required to participate in the program will visit the [Occupational Health](#) webpage on the EH&S site to begin the process.

Participation in the program is mandatory for all employees and students that fall under the guidelines of the program. Employees should follow this process:

- A. Meet with your supervisor and determine if you should complete the [Initial Risk Assessment Form](#) based upon your job activities (review different program requirements in Appendix 1 below) and save the form electronically to your computer. (Supervisor should ensure that you are added to lab members in BioRaft, if applicable, and that relevant job activities are selected.)
 1. If your work will require the use of a respirator, complete this [FAU Respirator Medical Evaluation Questionnaire](#) and save electronically to your computer.
 2. If your work will require scientific diving, go to the [Diving Safety Website](#) to begin the approval process; save all medical evaluation forms electronically to your computer.
 3. If your work will require contact with research animals, go to the [Animal Research Medical Monitoring Page](#) to complete your animal contact form in SciShield (formerly BioRaft).
- B. Once all appropriate forms are filled out, there are several options for medical clearance (Complete details and step-by-step process for all providers provided on the FAU Occupational Health Website):
 1. (Best option, streamlined process) Complete medical clearance through our primary provider, FAU Student Health Services (SFS).
 2. Contact EH&S to complete medical clearance through our alternate provider.
- C. Renewals are required for most Occupational Health Programs; frequency is based on the specific occupational health program (see Appendix 1 below).

9. References

1. [OSHA General Industry Standards \(29 CFR 1910\).](#)
2. [NRC Guide for the Care and Use of Laboratory Animals.](#)
3. [IACUC Medical Monitoring Program for Animal Users](#)
4. [Animal Research Health and Safety Plan](#)
5. [OSHA Bloodborne Pathogens Standard.](#)
6. [OSHA Respiratory Protection Standard \(29 CFR 1910.134\).](#)
7. [AAUS Standards for Scientific Diving.](#)
8. [OSHA Hearing Conservation Standard \(29 CFR 1910.95\).](#)

Appendix 1. Program Medical Requirements

| Regulated Programs | Medical Requirements Summary (See Occupational Health Medical Care Policy for more information) | Frequency | Notes |
|------------------------------|--|---|---|
| Animal Contact | All employees having animal contact will be required to have a medical evaluation and clearance, including offering of appropriate vaccines. | Annual | Annual renewals may be paper based, depending on the provider. |
| Bloodborne Pathogens | <p>Employees must receive:</p> <ul style="list-style-type: none"> • An offer of immunization for hepatitis B. <p>If an exposure occurs, the employee will be offered counseling and post exposure evaluation.</p> | Initial only | Participants reserve the right to consent to the vaccination at any time after the initial and while working with BBP, even if previously declined. |
| Diving and Boating Safety | <p>Medical evaluation and clearance required for all scientific diving activities, including training.</p> <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Before a diver begins diving (see program for exceptions) • Thereafter, at 5-year intervals up to age 40, every 3 years after age 40, and every 2 years after age 60. • Prior to returning to diving following any major injury, illness, or hospitalization. | Program administered by Diving and Boating Safety Officer |
| Hearing Conservation (Noise) | <p>Employees exposed to 85 dBA (Action level) for an 8 hr time weighted average (TWA), shall have a baseline audiogram conducted within the first 6 months of their exposure. After the baseline is established, the employee shall receive audiograms.</p> <p>If a physician determines that a threshold shift has occurred, then audiograms may be required more frequently.</p> | Based on physician recommendations | None |

| Regulated Programs | Medical Requirements Summary (See Occupational Health Medical Care Policy for more information) | Frequency | Notes |
|---------------------------|---|------------------|--------------|
| Respiratory Protection | Employees must have medical approval and fit-testing prior to wearing a respirator. Thereafter, fit-testing shall be conducted at least annually. | Annual | None |
| Hazardous Materials | Employees must have a medical exam, vaccination consultation, blood work (based on type of exposure) and spirometry and/or imaging (based on type of exposure). | Annual | None |