

**Ohio Environmental Protection Agency**  
**Office of Safety**  
**Safety Procedure Number: SP 13-1**  
**Date: February 28, 2013**  
**Status: FINAL**

**Title: Occupational Medical Screening Program (OMSP)**

**Reference(s):**

1. 29 CFR 1910.134, Respiratory Protection
2. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response
3. 29 CFR 1910.1001, Asbestos
4. 29 CFR 1926.1101, Asbestos
5. 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories
6. 1910.1030, Bloodborne Pathogens
7. Ohio EPA Standard Safety Operating Procedure SP 11-1, The Safety Management System
8. Ohio EPA Standard Safety Operating Procedure SP 10-8, Reporting and Investigation of Employee Exposure Incidents

**Purpose:** This Standard Safety Operating Procedure (SSOP) outlines the requirements for employees in designated SMS Worker Categories to receive baseline and periodic occupational medical screening. Occupational medical screening is required under various Occupational Safety and Health Administration (OSHA) standards.

**SMS Worker Categories That Require Screening:** Employees that have been assigned the following SMS worker categories are required to participate in the medical screening program:

1. **HAZMAT**
2. **Respirator User**
3. **Asbestos Worker**
4. **Laboratory Worker**

**Procedures:**

1. An SMS Worker Category will be assigned in the Safety Management System by the Agency Safety Coordinator based on the information entered on the employee's SMS Assessment Worksheet. SMS Assessment Worksheets are required for all employees in accordance with SSOP No.11-1, The Safety Management System.
2. The requirement for occupational medical screening will be entered on the employee's SMS Safety Report if they are assigned one of the worker categories above.
3. All medical screening is conducted on an annual basis. Employees will be sent a reminder from the Safety Coordinator approximately 30 days prior to their annual due date.
4. Employees should complete their screening within the same month that they are due.

**Baseline and Periodic Screening:**

1. All employees assigned an SMS Worker Category which requires participation in the medical screening program are required to receive an initial baseline examination within 30 days of their hire or transfer date.
2. Periodic screening is required on an annual basis. The first annual screening will be due 12 months following the initial baseline screening date.

**Requests for Special Testing:**

1. All requests for special testing should be sent to the Agency Safety Coordinator at least 30 days prior to your scheduled appointment.
2. Requests for additional tests must be based on specific occupational health concerns. Justification must be included in all requests.
3. The employee and the respective Clinic will be notified of any additional testing that has been approved.
4. These special testing procedures do not apply to additional tests requested by the examining physician during the medical screening examination.

**Reproductive Hazards Consultations:**

1. Any employee, currently pregnant or planning for an upcoming pregnancy, can request a reproductive consultation with our medical screening providers if they have specific occupational health concerns related to their current position.
2. All requests for reproductive consultation should be sent to the Agency Safety

Coordinator for approval and coordination.

**Post Exposure Medical Consultations:**

1. All employees, regardless of their enrollment in the medical screening program, may request a medical consultation in the event of an unanticipated occupational exposure while performing their duties.
2. Please refer to SSOP No. 10-8, Reporting and Investigating Employee Exposure Incidents, for more information on this issue.

**Bloodborne Pathogens Program (Hepatitis B):**

1. The Agency has determined that we do not have any occupations that meet the criteria for the OSHA's Blood Borne Pathogens Program.
2. No Agency employees are authorized to receive the Hepatitis B vaccinations series as part of their medical screening.

**Transfer of Medical Records**

1. In the event that the Agency changes providers for the medical screening program in the future the employee's records need to be transferred to the new facility.
2. It is the employee's responsibility to initiate the transfer request due to medical privacy laws.
3. The Agency Safety Coordinator will notify all program participants when any changes to providers are being made.
4. The employee should ensure that their records have been transferred prior to scheduling any appointments with the new facility.