



**UNITED STATES ARMY
ENVIRONMENTAL HYGIENE
AGENCY**

ABERDEEN PROVING GROUND, MD 21010-5422

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OCCUPATIONAL HEALTH PROGRAM EMPLOYEE HANDBOOK

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The proponent of this guide is the Nursing Team, Occupational and Environmental Medicine Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U. S. Army Environmental Hygiene Agency, ATTN: HSHB-MO-0, Aberdeen Proving Ground, MD 21010-5422.



REPLY TO
ATTENTION OF

HSHB-MO-0

DEPARTMENT OF THE ARMY
U. S. ARMY ENVIRONMENTAL HYGIENE AGENCY
ABERDEEN PROVING GROUND, MARYLAND 21010-5422



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OCCUPATIONAL HEALTH PROGRAM
EMPLOYEE HANDBOOK

1. PURPOSE. This technical guide provides an *example* of a handbook used to provide the work force information about health services available through the occupational health clinic or service. This example is general in nature and contains elements of information that would benefit the work force served by the Army Occupational Health Program. The example may be modified to support your local needs.

2. TECHNICAL ASSISTANCE. Requests for additional assistance and guidance may be addressed to the Commander, U. S. Army Environmental Hygiene Agency, ATTN: HSHB-MO-0, Aberdeen Proving Ground, MD 21010-5422 (AUTOVON 584-3534/2464).



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EMPLOYEE HANDBOOK
OCCUPATIONAL HEALTH PROGRAM

U.S. Army MEDCEN/MEDDAC/Health Clinic

CONTENTS

	Page
Introduction.....	1
Objectives.....	1
General Information.....	2
Examinations.....	3
Preplacement.....	3
Periodic.....	3
Termination.....	3
Fitness for Duty/Disability Retirement.....	3
Hearing Conservation.....	4
Vision Conservation.....	5
Treatment of Illness/Injury.....	4
Occupational.....	4-5
Nonoccupational.....	5
Illness Absence Monitoring.....	5
Pregnancy Surveillance.....	6
Chronic Disease Surveillance.....	6
Occupational Health Education.....	6
Immunizations.....	6
Work-Site Visits.....	6
Alcohol and Drug Abuse Prevention and Control Program.....	7
Medical Records.....	7



2

2



2

2



INTRODUCTION

The purpose of this handbook is to provide you with information about the health services available in your Occupational Health (Clinic or Service). We are genuinely concerned about your health and safety, and our program will only be successful with your cooperation and support.

OBJECTIVES

The Occupational Health Program is a preventive medicine program provided by the Army and designed to promote the health and efficiency of military and civilian employees in relation to their work. The program will strive to protect employees from health hazards in their work environment and to place workers in jobs they can perform without endangering their own health and safety or that of others.

General Information

1. The occupational health service (OHS)/occupational health clinic (OHC) is the primary source of job-related health care for civilian employees and provides certain specific job-related services for military personnel. (Name of Hospital or U.S. Army Health Clinic) emergency room is available in cases of medical emergency or at times other than operational hours of the (OHS/OHC).
2. Appointments are required for routine examinations such as preplacement job-related medical examinations and pregnancy surveillance. Appointments are made by calling the (OHS/OHC) at (Telephone Number).
3. All employees with non-emergency job-related injuries or illnesses must report to the OHS even if treatment at an Army medical treatment facility (MTF) is declined.
4. Light duty assignments will usually be available in job-related injury cases if needed by contacting the supervisor and/or civilian personnel office.
5. All personal protective equipment such as safety glasses, earplugs, safety shoes, etc. must be appropriately worn when required by the work assignment.
6. The industrial hygienist identifies potential health hazards at worksites and makes recommendations for correction and/or appropriate protection. The safety officer has responsibility to identify and correct safety hazards.
7. Nonappropriated Fund employees are eligible for "one time" initial treatment at the (OHS/OHC) for job-incurred injuries. Referral is made to a private physician for followup care if indicated.

Services Available

Preplacement Examinations

The purpose of a preplacement examination is to evaluate an employee's physical condition in relation to job requirements to ensure safe and healthful job placement.

These examinations are required by the civilian personnel office and are usually performed prior to starting the job. An employee assigned to an area having potential health hazards such as noise, asbestos, etc. requiring surveillance will be enrolled in the periodic job-related medical surveillance program. If the civilian personnel office does not require you to have a preplacement examination for the job, contact the (OHS/OHC) to make an appointment for an examination.

This examination usually consists of a health history, blood pressure, vision and hearing screening, weight, temperature, pulse and respiration and any other tests based on potential health hazardous exposures present in your work areas.

Periodic Job-Related Medical Surveillance

The purpose of a periodic medical surveillance examination is to assure continued safe, healthful job assignment and to detect early evidence of any harmful effect of work upon the employees health. Job-related medical surveillance is required by regulation, sound occupational medicine practice, and in certain instances, by law.

These examination/tests will be specific to your workplace exposures and physical fitness requirements of your job. For example, you will have an annual hearing test if you are assigned to a noise-hazardous area. You will be notified when examinations are due. If you know or think that you are potentially exposed to workplace health hazards and are not receiving an examination, contact the (OHS/OHC).

Termination Examinations

The purpose of termination examinations is to evaluate aspects of a workers health which may have been affected by work-associated factors.

These examinations are provided on termination of assignment or termination of employment if you are enrolled in the periodic job-related medical surveillance program. You must allow adequate time prior to the date of termination of employment to schedule the examination with the OHS.

Fitness for Duty/Disability Retirement Examinations

The purpose of fitness for duty/disability retirement examinations is to determine the physical capability of the employee to perform his job assignment with safety to himself and others.

If you wish a medical condition to be considered in relation to your job performance, you must be examined by your personal physician and submit the examination results to the (OHS/OHC) for a review by the occupational health physician.

Hearing Conservation

The purpose of the hearing conservation program is to prevent hearing loss from occupational exposure to noise.

You will receive preplacement, annual, and termination hearing tests if you work in a noise-hazardous area. You will be notified when an examination is due. All noise-hazardous areas/equipment will be posted to inform you when hearing protection is required. Hearing protection will be given to you and it must be worn at all times in noise-hazardous areas and when working on or near noise-hazardous equipment.

Vision Conservation

The purpose of the occupational vision program is to protect your vision from being harmed by the job and to assure that you are able to see well enough to do your job.

You will receive a vision test prior to starting the job and every 2 years if you are assigned to a potentially eye-hazardous job. Potential exposure to certain physical hazards such as laser, will require more frequent vision testing. You will be notified when an examination is due. All eye-hazardous areas/equipment will be posted to inform you when eye protection is required. Safety glasses will be given to you and they must be worn at all times in eye-hazardous areas and when around eye-hazardous equipment.

Treatment of Illness/Injury

Treatment of illness or injury at the workplace is provided to prevent loss of life or limb, relieve suffering and reduce absenteeism. Illnesses and injuries are divided into 2 types according to whether they are job-related (occupational) or whether they are not job-related (nonoccupational).

Occupational

If you are an appropriated fund employee, you are eligible for treatment of job-related illness and injury at no cost to you under the Office of Workers' Compensation Program. This treatment may be provided at (Name of Army Hospital or Clinic) or by a physician or hospital of your choice. For a non-emergency job-related condition, your supervisor will call the (OHS/OHC) prior to sending you with a completed (Title and Number of Local Form Used) for evaluation and treatment or referral. In an emergency situation, you will be taken directly to the health care facility that will be providing treatment. Anytime you choose to be treated for an injury by a physician or hospital in the community, you must have a CA-16, Authorization of Examination and/or Treatment, to take with you.

When you receive care for an occupational injury or illness outside of OHS operating hours, you must report this to your supervisor and the (OHS/OHC) as soon as possible whether treated at an Army MTF or a private health care facility.

Nonoccupational

In an emergency, you will be given the attention needed to prevent loss of life or limb or relieve suffering until you can be placed under the care of your personal physician or a hospital.

Treatment is available for minor disorders such as headache, a cold, etc. if the condition is one for which you would not ordinarily be expected to seek attention from a personal physician.

Blood pressure monitoring is provided each (day of week) from (hrs) to (hrs).

Illness Absence Monitoring

The purposes of illness absence monitoring is to assure proper care, assist you in staying on the job, and if you have been absent due to illness, assure you are healthy enough to perform your regular job.

If you become ill at work, report to the (OHS/OHC). The nurse will evaluate your condition and provide treatment or refer you to a physician if indicated.

Report to the (OHS/OHC) upon returning to work after any occupational injury/illness absence, regardless of the number of days off. When returning to work after a nonoccupational illness absence of (No. of Days) report to the (OHS/OHC) to make sure from a health standpoint that you are able to perform your regular duties.

A medical evaluation will be provided if you are expected to be absent from work for 2 weeks or more due to a job-related illness or injury.

Pregnancy Surveillance

The purpose of pregnancy surveillance is to assure that there are no exposure factors in the work environment that may harm the pregnant employee or her unborn child.

Education is provided to female employees of child-bearing age about potential hazards in the work area that may have an effect on pregnancy.

Pregnant employees must report to the (OHS/OHC) as soon as the pregnancy is known. The first 3 months of pregnancy are crucial in the development of the baby; therefore, it is important to receive an evaluation in relation to the job assignment as early as possible.

An individual returning to work after pregnancy leave must report to the (OHC/OHS).

Chronic Disease Surveillance

The purpose of chronic disease surveillance is to ensure your health does not suffer as a result of employment if you have a chronic disease. A few examples of chronic disease are diabetes, epilepsy, heart disease, diseases of the lung, etc.

You will be asked to complete a health history form so that (OHC/OHS) personnel will be aware of any health problem you may have. This will assist in proper job placement, and emergency care if needed.

Health counseling and assistance for referral to community resources are available if needed.

Occupational Health Education

The purpose of job-related health education is to ensure that employees are aware of and understand actual and potential health hazards in the workplace.

Occupational health personnel are available to explain the health effects of hazards. You will be informed of the potential health hazards in your work area, their potential effects on your health, and medical surveillance requirements when you receive your periodic job-related examination.

Immunizations

Appropriate immunizations will be given to employees with increased risk of infection related to job hazards or when required for official foreign travel.

Flu immunizations will be offered annually.

Work-Site Visits

The purpose of work-site visits by the medical and nursing staff is to obtain first-hand information on work operations and maintain a working relationship with safety officials, supervisors, and other employees.

Industrial hygiene personnel are responsible for identifying, monitoring, and making recommendations for controlling health hazards in your work areas.

Medical and nursing personnel will visit worksites to assist in investigation of complaints and/or symptoms attributed to a particular job.

Medical and nursing personnel are interested in preventing you from becoming ill or injured; therefore, they will be encouraging you to wear your eye and ear protection and to develop good hygiene practices.

Alcohol and Drug Abuse Prevention and Control Program

The purpose of the alcohol and drug abuse program is to assist employees to obtain assistance for the problem. Call the (OHC/OHS) if you have a problem with alcohol or drugs. Initial counseling is available and you will be guided to appropriate treatment programs. A medical evaluation if needed to enter a treatment program is available by OHS personnel.

Medical Records

The purpose of occupational health medical records is to provide a complete medical history for employee health care and medical legal support.

If you receive any type of medical services, a medical record will be initiated. The information in medical records is kept in strict confidence. However, you or your representative designated in writing, have a right to see your medical records and obtain a copy of them. Your (OHC/OHS) can provide guidance on the procedure to use to request a copy of medical records at your installation.

Occupational Safety and Health Administration (OSHA) representatives, may also examine or copy your medical records or medical information that bears directly on your exposure to toxic materials and harmful physical agents.

A GOOD OCCUPATIONAL HEALTH PROGRAM REQUIRES THE
COOPERATION AND INVOLVEMENT OF EACH EMPLOYEE

1. Report to the OHS for examinations as scheduled.
2. Report injuries, no matter how minor; they may become serious.
3. Wear protective equipment as required.
4. Participate in health education programs when given.
5. Read the (Weekly Bulletin) for health hints.
6. If taken ill at work, report to the clinic before going home.
7. If absent from work for an occupational illness or injury, always report to the clinic before returning to work. If absent from work _____ or more workdays because of nonoccupational illness or injury, report to the clinic prior to returning to the worksite.
8. If you have a problem, work-related or not, it may help to talk about it. Call the (OHS/OHC).



