

APPENDIX D  
OCCUPATIONAL HEALTH, MEDICAL SURVEILLANCE  
AND INDUSTRIAL HYGIENE PROGRAM

1. Purpose.

a. This appendix establishes procedures to insure that safe, healthful work environments are provided, and that staff and operating officials concerned are trained to recognize, evaluate, and control hazards caused by inadequate ventilation, poor lighting, excessive noise, and exposure to hazardous materials such as toxic chemicals, toxic gases and vapors.

b. This appendix also establishes procedures for determining the need for medical surveillance for employees potentially exposed to certain occupational health hazards and their relationship to the Position Hazard Analysis.

2. Applicability. This appendix shall apply to all employees and activities of the Buffalo District.

3. References.

- a. 29 CFR 1910.
- b. 29 CFR 1960.
- c. EO 12196.
- d. AR 40-5.
- e. ER 385-1-40.
- f. ER 690-1-792.
- g. EM 385-1-1.
- h. EP 385-1-58.

4. Surveys and Inspections. Regular and special surveys and inspections will be made by a person from the Safety and Occupational Health Office of all operations and industrial processes to insure that:

a. Adequate natural or forced ventilation is provided to keep atmospheres within allowable limits wherever toxic materials and agents (vapors, gases, dusts, etc.) are used.

b. Lighting is provided in accordance with American Standard Practice for Industrial Lighting.

c. Noise exposure can be controlled by shielding noise sources, limiting the duration of exposure, and/or providing exposed personnel with adequate ear protection.

d. A favorable thermal environment is provided.

e. Adequate measures are taken to prevent occupational skin diseases.

f. Adequate sanitation in occupied areas is provided including general sanitation of eating facilities, toilet facilities, and wash and change rooms.

g. Potable water is obtained from approved sources.

h. Sewage and industrial waste is disposed of in accordance with sanitary regulations.

i. When engineering or administrative control methods are not feasible, appropriate personal protective equipment and apparel, such as special clothing, air-purifying and air supplied respirators, goggles, and protective creams and ointments will be provided as required by exposure.

j. Employees are given initial indoctrination and continuing instructions in occupational health measures commensurate with their occupational assignments.

5. Atmosphere Deficiency Tests. Tests for explosive, flammable, toxicological, and other atmospheric deficiencies which may be detrimental to health or safety will be conducted by an Industrial Hygienist whenever and wherever there are potential hazards to provide reasonable assurance that the atmospheres are within allowable limits.

6. Contract Work. Special safety requirements pertaining to control of occupational health hazards on specific projects which are not included in EM 385-1-1 will be included in the contract specifications.

7. Material Safety Data Sheets (MSDS). MSDS are required at worksites where hazardous materials are being handled. The data on these sheets is required to inform users of special precautions to be taken to ensure safe and healthful working conditions. It is the supervisor's responsibility to see that his employees are provided this information. MSDS will be in English, and may be in other languages as appropriate.

8. Position Hazard Analysis. Position Hazard Analysis will be written by the supervisor for all employees who have potential exposure to chemical, biological, and physical agents. A periodic review will be made to take into account hazardous or toxic materials which are introduced into or deleted from the worksite. It will be the responsibility of the supervisor to notify the S&OH Office, through channels, of any changes in the Position Hazard Analysis. The S&OH Office will schedule Industrial Hygiene Surveys to assist in hazard identification.

9. Medical Surveillance.

a. Per references 3a and 3d periodic survey of all jobs at that installation shall be conducted by an Industrial hygienist to determine the types and amount of exposure each job may produce. All employees in the District who are potentially exposed to hazardous chemicals or physical hazards shall be considered for inclusion in the medical surveillance program. Employees will be included if measured exposure is of sufficient duration that physiological damage could occur. The determining criteria will be based on the type of exposure and the (PEL) Permissible Exposure Limit for the material, as set by OSHA (Occupational Safety and Health Administration).

b. When the PEL is expressed as an 8-hour time-weighted average, the following criteria will be used. If the concentration of the material is one-half of the PEL, the employee must work with the material at least 120 hours over any continuous 6-month period in order to require medical surveillance. If exposure is less than one-half of PEL, no medical surveillance is required.

c. When an employee is working with a material which has a PEL ceiling value, that employee shall be included in the Medical Surveillance Program regardless of duration of exposure.

d. Medical surveillance will be provided as required by Federal regulations. Employees working with regulated substances covered by 29 CFR 1910.1001-1045 will be included in the Medical Surveillance Program regardless of duration or level of exposure. Medical Surveillance will be provided for employees whose jobs include certain physical requirements identified in the Federal Personnel Manual or other pertinent regulations as deemed appropriate.

e. Respirator Program Guidelines are detailed in Appendix N of this regulation.

f. Hearing Conservation.

(1) All employees in the District that are exposed to excessive noise will be included in the Medical Surveillance Program for hearing conservation (Appendix O). When information indicates that an employee's exposure may equal or exceed 85 dBA, medical surveillance will begin.

(2) A representative of the District S&OH Office will conduct the noise survey.

(3) Each employee exposed at or above 85 dBA TWA shall be so notified.

(4) A baseline audiogram shall be established within 6 months of an employee's first exposure.

(5) Audiometric testing will be conducted once annually by qualified medical personnel and compared to the baseline test to determine validity and to determine if a standard threshold shift has occurred.

(6) Results of the noise survey will be used to determine the appropriate type of hearing protection for that operation. Proper hearing protection will be supplied by the supervisor at no cost to the employee.

g. Medical support will be provided in accordance with applicable regulations. Medical support will be obtained through contractual agreements with local private medical facilities. Arrangements for such support will be made by appropriate District elements.

h. Employees occupying positions which have been identified as requiring medical surveillance, will receive a pre-placement examination and periodic examinations. Procedures will be established by the Safety and Occupational Health Office to insure that medical surveillance is conducted. Employees in the Medical Surveillance Program to include the Hearing Conservation Program, will receive an audiogram at the time of examination. The S&OH Office will maintain a file of Position Hazard Analysis, and a list of the type of medical examinations required for specific chemical, biological and physical hazards.

i. Upon completion of a medical examination, documentation from the examining physician stating the medical condition of the employee will be returned to the District Occupational Health Unit for coordination and filing into the individual's medical file. When infirmities are noted, the matter will be referred to the S&OH Office for investigation and action to eliminate or reduce the hazard. When an employee is found to be physically unfit to perform job duties, the Personnel Office will take appropriate action to ensure that the employee is considered for assignment to available positions for which they are physically and otherwise qualified.

j. Pregnancy Surveillance

(1) Employees of childbearing age have the potential for exposures to chemicals and physical agents which may effect reproduction ability. Reproductive hazards include mutagens which cause chromosome damage and teratogens which effect the development of the fetus. Supervisors shall review all MSDS's and notify the SOHO of any chemicals listed as reproductive hazards.

(2) Employees shall notify the Human Resources as soon as pregnancy is known. Any limitations of work due to pregnancy will be treated like any other medically certified temporary disability.

(3) Upon the introduction of chemicals identified as reproductive hazards, the SOHO shall be immediately notified and shall educate employees with potential exposure, including males, to the hazards associated with these chemicals.

10. Supervisor Responsibilities.

a. Ensure the appropriate employees receive job related exam as scheduled by the SOHO.

b. Notify the S&OH Office, through channels, of any change of job assignment, purchase of new chemicals or other action that would affect the potential exposure of workers. This action includes notify the S&OH Office upon removal or termination of job assignment.

c. Be knowledgeable of those employees under his supervision requiring medical surveillance.

d. Minimize employees exposure to hazardous materials.

e. Keep employees appraised of actions regarding their medical surveillance.

f. Maintain Material Safety Data Sheets for all chemicals stored or used at in the workplace.

g. Ensure employees are given training in hazard communication with annual update.