

# NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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## 1.0 PURPOSE

To ensure a safe and healthful work environment for all NAES employees. Medical Surveillance focuses on employees potentially exposed to hazards identified during Industrial Hygiene surveys.

## 2.0 APPLICATION

The provisions of the Medical Surveillance Program apply to all civilian and military employees of NAES that are:

- Identified by the local Industrial Hygienist as either being exposed or potentially being exposed, to hazards above the Action Level (AL) or Permissible Exposure Limit (PEL).
- Works in an occupation or performs a process which requires a certification exam, i.e. Firefighter, forklift operator, respirator user, etc.

## 3.0 REFERENCES

OPNAVINST 5100.23E CHPT. 8  
DOD INST. 6055.5  
29 CFR 1910. (VARIOUS)  
29 CFR 1926. (VARIOUS)

## 4.0 PROCEDURES

1. Employees under consideration for hire in positions with potential exposures to hazards - identified by Industrial Hygiene surveys - or certification requirements must pass a preplacement examination designed to determine the employees fitness for the position. Employees are then notified by the Safety office on their birth month to report for their examination. It is the employees responsibility to contact the Occupational Health Department at the NAES Branch Clinic to make an appointment.
2. Remote NAES employees, such as Fleet Representatives and VRT's will be notified in the same fashion. Remote employees are responsible to make arrangements at the clinic at the local command. Employees are responsible for mailing back the verification portion of their physical exam notification (Encl.1) to the Branch Medical Clinic at Lakehurst.
3. Employees will be reminded that they are overdue on a 30 and 60 day basis. Failure to complete this requirement will result in a recommendation to the employees Department Head for employee removal until the physical is complete.
4. Shop supervisors are responsible to notify the Safety office of all new employees, transfers, and cross trained employees in an effort to maintain proper medical surveillance requirements.

