

UC Davis Policy and Procedure Manual

Chapter 290, Health and Safety Services

Section 60, Occupational and Preventive Medicine

Date: 11/10/09

Supersedes: 6/24/04

Responsible Department: Occupational Health Services

Source Document: N/A

I. Purpose

This section describes injury and illness prevention programs for campus and UCDHS employees who may be exposed to animals, chemicals, toxic agents, carcinogens, biohazards, radiation, lasers, or loud noises in the course of their duties. This section also applies to volunteers and students who have similar exposures.

For treatment of work injuries, see Section 370-20 (campus) or UCDHS Hospital Policies & Procedures Manual Section 2942.

II. Policy

A. Preventive medicine

1. Occupational Health Services offers many preventive services. The services may include evaluations, treatments, preplacement medical examinations, immunizations, and analysis of job exposures.
2. Some jobs or work locations require a preplacement medical examination. The jobs are listed in Personnel Policies for Staff Members, UCD Procedure 21, Exhibit A.
3. Some jobs require immunizations. Call Occupational Health Services to see what immunizations are required.
4. Employee Health Services will provide the immunizations recommended by the Centers for Disease Control to an employee who travels to a foreign country as part of his or her job.

B. Exposure monitoring

1. An employee who is concerned about an exposure that could affect his or her health shall tell his or her supervisor. The supervisor, Environmental Health & Safety, and Occupational Health Services can analyze the exposure, provide information, and suggest the appropriate changes.
2. Exposure records shall be kept by the employing department and by Environmental Health & Safety. Records are kept for radiation workers, pesticide handlers, respirator users, employees exposed to noise, and others if required by law, and for employees who request special monitoring.

C. Medical monitoring

1. Employees (including student employees)
 - a. The law and UCD policy require medical monitoring for some types of work. Departments can call Occupational Health Services to find out what is required for a particular job. Before adding or changing such a requirement, the department shall call Employee & Labor Relations to find out if union notice is required.
 - b. Medical monitoring programs exist for tuberculosis, hearing loss, respirator use, animal contact, and exposure to lead or asbestos.
 - c. On campus, these costs are recharged to the department. At UCDHS, they are

funded centrally.

2. Volunteers

Volunteers shall participate in the same monitoring programs as employees with similar exposures. Costs are charged as described above.

3. Students

Students shall participate in the same monitoring programs as employees with similar exposures. Students who are not employed by the University use Cowell Student Health Center at their own expense.

III. Procedures

A. Access to records

1. Exposure records

An employee can review his or her exposure records by making a request to his or her supervisor or to Environmental Health & Safety.

2. Medical records

a. An employee can review his or her medical records by making a request to Occupational Health Services.

b. See Section 320-35 for federal requirements concerning the privacy of protected health information.

B. Notifications

1. Employees

If medical requirements exist, they must be included in vacancy listings and position descriptions.

2. Volunteers

If medical requirements exist, the sponsoring department must tell volunteers prior to the start of volunteer service.

3. Students

If medical requirements exist, the sponsoring department must tell students prior to the start of the exposure.

C. Obtaining medical services

On campus, the department fills out the Request and Authorization for Medical Services form, available on the web at <http://safety-services.ucdavis.edu/occupational-health-services/forms/Request.xls>. The department then calls the Occupational Health Services Clinic for an appointment. The form can be faxed or the employee can bring the form to the appointment.

At UCDHS appointments are scheduled by calling Employee Health Services. UCDHS employees who have contact with animals must participate in both the campus and UCDHS programs.

IV. Further Information

A. Occupational Health Services, 757-3200 (campus), 734-3572 (UCDHS).

B. Environmental Health & Safety, 752-1493 (campus), 734-2740 (UCDHS).

C. Cowell Student Health Center, 752-2300 (for students).

V. References and Related Policy

A. Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):

1. Section 290-15, Safety Management Program.
2. Section 290-25, Health Services for Individuals Having Animal Contact.
3. Section 320-35, Privacy of Health Information.
4. Section 370-20, Workers' Compensation.

B. Personnel Policies for Staff Members, UCD Procedure 21, Exhibit A, Medical Examinations (<http://manuals.ucdavis.edu/spp/spp-toc.htm>).

C. UCDHS Policy & Procedure Manual, sections on environmental health and safety, employee health, and Workers' Compensation.