Human Resource’s / Safety and Environmental Management’s Guidance to the Pre-employment Health and Safety Checklist

For questions #1 - #14, if “Yes” is checked, the University of Maine Healthcare Provider will conduct the medical test and/or examination listed below. If “Yes” is checked for questions #16 - #18, the Medical Provider will obtain a baseline measurement for chemical(s) that have been checked. Human Resources will forward the Pre-employment Health and Safety Checklist to SEM to determine if exposure monitoring is required only if “Yes” has been checked for questions #15 - #18.

Will the employee be required to:
1) lift heavy objects?
   a) UMaine Healthcare Provider’s Occupational and Medical History Form
   b) Lifting Evaluation
   c) Functional Capacity Evaluation (if determined to be necessary by the Healthcare Provider)

2) repetitively lift objects during a single work shift?
   a) UMaine Healthcare Provider’s Occupational and Medical History Form
   b) Lifting Evaluation
   c) Functional Capacity Evaluation (if determined to be necessary by the Healthcare Provider)

3) stand for the majority of their work-shift?
   a) UMaine Healthcare Provider’s Occupational and Medical History Form
   b) Functional Capacity Evaluation (if determined to be necessary by the Healthcare Provider)

4) repetitively perform a specific movement or group of movements during a single work shift?
   a) UMaine Healthcare Provider's Occupational and Medical History Form
   b) Functional Capacity Evaluation (if determined to be necessary by the Healthcare Provider)

5) frequently reach for items above shoulder height or excessive distances?
   a) UMaine Healthcare Provider’s Occupational and Medical History Form
   b) Functional Capacity Evaluation (if determined to be necessary by the Healthcare Provider)

6) frequently use vibrating tools or equipment?
   a) UMaine Healthcare Provider’s Occupational and Medical History Form
   b) Functional Capacity Evaluation (if determined to be necessary by the Healthcare Provider)

Will the employee be:
7) working with asbestos containing materials?
   a) UMaine Healthcare Provider’s Asbestos Questionnaire
   b) Chest X-ray
   c) Pulmonary Function Test

8) required to mix, apply, or use Organophosphate or Carbamate Pesticides?
   a) UMaine Healthcare Provider’s Occupational and Medical History Form
   b) RBC Cholinesterase Baseline Test
   c) Complete Blood Count
   d) Comprehensive Metabolic Panel
9) working with or exposed to Class 3b or Class 4 Lasers

10) performing a task that would require the use of respiratory protection (i.e. dust mask, ½ mask, etc…)?
    a) UMaine Healthcare Provider’s Respirator Medical Evaluation Questionnaire
    b) Medical Examination
    c) Pulmonary Function Test (if determined to be necessary by the Healthcare Provider)

11) operating a vehicle with the Gross Vehicle Weight Rating (GVWR) in excess of 10,000 lbs?
    a) UMaine Healthcare Provider’s Occupational and Medical History Form
    b) UMaine Healthcare Provider’s Department of Transportation Physical Examination

**Will the employee be or could potentially be exposed to:**

12) loud noises?
    a) Baseline Audiogram

13) Human blood or other potentially infectious material?

14) other infectious agents or toxins?
    a) Consult with the UMaine Healthcare Provider to determine if medical surveillance is required (i.e., Mycobacterium Tuberculosis Purified Protein Derivative Skin Test. Follow-up examination 48 – 72 hours after PPD Skin Test.).

15) Animals?
    a) List any animals that will be used and provide a written hazard assessment.
    b) Consult with the University Veterinarian and or UMaine Healthcare Provider about requirements for the specific animals being used.

**If checked YES- Specialized training required; medical consultation may be required. Employee may not engage in tasks with potential exposure until training and medical consultation is completed and properly documented.**

c) Supervisor responsibility:
   i) Arrange for employee training within their department and/or through HR-SEM training registration website.
   ii) Ensure that employees do not conduct tasks with potential exposure until training is complete.
   iii) If employee ACCEPTS medical consultation, ensure employee does not conduct tasks with potential exposure until authorization is received from HR.

d) HR responsibility:
   i) Ensure employee has received BBP Training from Department Supervisor
   ii) Document training in HR BBP database.
   iii) If employee ACCEPTS medical consultation, arrange for medical consultation with the UMaine Healthcare Provider
   iv) If the UMaine Healthcare Provider notifies HR that employee has completed the vaccination series/ possesses immunity; provide supervisor with authorization for employee to engage in tasks with potential exposure.
   v) If the UMaine Healthcare Provider notifies HR that employee has not completed the vaccination/ does not possess immunity; notify supervisor that employee may not engage in tasks with potential exposure unless a new Declination Statement is completed.
16) **Will the employee be or could potentially be exposed to metal particulates or fumes?**
   a) UMaine Healthcare Provider's Occupational and Medical History Form
   b) Obtain a baseline measurement
   c) Please send the Questionnaire to SEM for review if this question is marked “Yes”

17) **Will the employee be working with any of the following hazardous materials?**
   a) UMaine Healthcare Provider's Occupational and Medical History Form
   b) Obtain a baseline measurement
   c) Please send the Questionnaire to SEM for review if this question is marked “Yes”

18) **Will the employee be working with any of the following chemicals?**
   a) UMaine Healthcare Provider's Occupational and Medical History Form
   b) Obtain a baseline measurement
   c) Please send the Questionnaire to SEM for review if this question is marked “Yes”

19) **Are there any other pre-employment physical concerns you would like to be reviewed?**
   a) Work with the Supervisor and University of Maine Healthcare Provider to determine the appropriate medical tests or examination for the described concern.