



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
 - a) Eye exam – ANSI Z136.1-2000
- 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.