



## Occupational Health/Medical Surveillance Program

Medical screening and medical surveillance are two fundamental strategies for optimizing employee health. Medical screening, a component of medical surveillance, is used for early diagnosis and treatment. Medical surveillance is the analysis of health information to look for problems that may be occurring in the workplace that require targeted prevention.

University of Maine's (UMaine) Occupational Health/Medical Surveillance Program is administered through the Office of Human Resources (HR). In most cases, the hiring department, UMaine Safety and Environmental Management (SEM) and a designated, third party healthcare provider will be involved in determining the need for medical surveillance. When animals or animal facilities are involved UMaine's Veterinarian may also be consulted to ensure the protection of both the workers and the animals.

The process begins by evaluating job title/duties, work environment, or expected individual work activities. HR will communicate with the employee regarding the need to schedule medical screening or surveillance.

Employees may be enrolled in the UMaine's Occupational Health/Medical Surveillance Program for a number of reasons related to the duties they are required to perform. This includes, but is not limited to, respirator use, exposure to noise, exposure to blood or otherwise infectious material, scientific diving, exposure to hazardous materials, working with certain chemicals and pesticides, potential asbestos exposure, and research animal care and/or use.

Initial evaluation for enrollment in the program involves the completion of Pre-Employment Health & Safety Checklist (MF00025) prior to filling a position or a Supplemental Health & Safety Checklist (MF00026) whenever a person's duties change that may introduce significant new hazards. A risk assessment or an audit of the duties of the position may occasionally be required to determine if there are hazards that need to be addressed. Personnel with exposures to animals may also be identified for enrollment through Institutional Animal Care and Use Committee review of risk assessments included with protocol reviews.

Whenever a risk assessment indicates that an employee may be exposed to a hazard for which medical monitoring is needed, the employee's supervisor will work with HR to ensure that appropriate medical consultation is available through the University designated third party healthcare provider. Consultations and examinations will always be performed by a licensed health care provider at no cost to the employee. When required, UMaine SEM will provide baseline and ongoing exposure information to the licensed health care provider.

A medical/health history questionnaire will be provided by the employee to the designated healthcare provider. The healthcare provider will maintain all records in compliance with healthcare privacy laws. The healthcare provider will provide written authorization, opinions, and guidance based on those records to UMaine for the purposes of managing workplace exposure to hazards.

Following initial consultation and assessment, there may be a necessity for continued medical consultation, screening, and/or exposure monitoring. When required, baseline and ongoing exposure information will be provided to the licensed health care provider by UMaine SEM. All recordkeeping will meet Federal and State privacy laws to ensure that medical information continues to be protected.