

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE  
INSTRUCTION 48-201**

**1 OCTOBER 1997**

**Aerospace Medicine**

**OCCUPATIONAL HEALTH PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This regulation sets forth the responsibilities and procedures for conducting the Occupational Health Program at Charleston Air Force Base (CAFB). It applies to all CAFB functional managers and officials who hire or supervise military or civilian workers in jobs having significant risk of exposure to potentially hazardous agents. This program does not apply to contractor personnel. This regulation is affected by the Privacy Act of 1974. Standard Form 78, **Certificate of Medical Examinations** is covered by DD Form 2005, **Privacy Act Statement-Health Care Records**.

**SUMMARY OF REVISIONS**

Integrates Occupational Health Program within new Preventive Health Assessment (PHA) for active duty personnel. Changes in computer support provided by Personnel Systems Management Office.

**1. Objective.** The Occupational Health program is designated to promote the health of workers (military and civilian) through a comprehensive clinical examination program in accordance with AFI 48-101, *Aerospace Medical Operations* and all Air Force Occupational Safety and Health Standards. The occupational health examination is not a complete physical examination. It encompasses only those tests needed to detect harmful effects from a known or potential hazard in the working environment. For example, audiograms are done to check for possible hearing loss due to exposures received in hazardous noise areas. Pregnant workers, military and civilian, are interviewed in conjunction with this program to evaluate potential effects of the working environment on the fetus. Beginning 1 October 1997, occupational health examinations will be incorporated into the annual PHA visit for active duty personnel; civilian occupational health exams will be conducted as in the past.

**2. Responsibilities.**

2.1. Unit/Organization Commanders will:

2.1.1. Designate, by appointment letter, a primary and alternate Unit/Organizational Health monitor (see **Attachment 2**). Information required in the letter is: Name and grade of designated individuals, duty phone, duty location, and office symbol. Provide a copy of this letter to 437 AMDS/SGPFP and SGPM. These letters will be updated when changes to primary or alternate monitors are made. Newly assigned primary or alternate monitors are required to visit the Physical Examinations and Standards Section (SGPFP) for an orientation briefing on required duties.

2.1.2. Ensure personnel attend scheduled examinations and that all noise-free duty or other medical instructions are strictly followed. The unit occupational health monitor must verify availability (leave, TDY, etc.) of each individual scheduled for an appointment in conjunction with this program. Because of the large number of examinations done each month, rescheduling will only be accomplished because of TDY, leave, or hospitalization/quarters. Monitors may arrange for rescheduling by calling SGPFP.

2.1.3. Inform workers of potential hazards in the work environment as required by AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*. Public Health (SGPM) personnel are available to provide technical assistance to the supervisor as needed.

2.1.4. Ensure supervisors provide job descriptions of pregnant workers to SGPM. These descriptions of the work environment will include specific duties and physical requirements of the individual's position (the specialty description for the position is not acceptable).

2.1.4.1. Active Duty Military. The request for workplace description will be forwarded to the organization by SGPM. The individual's supervisor must complete and return the description to SGPM by the indicated suspense.

2.1.4.2. Civilian Employees. The affected worker should notify her supervisor when pregnancy is confirmed. The supervisor will direct the employee to SGPM and provide the required workplace description within three workdays.

2.1.5. Inform Bioenvironmental Engineering (SGPB) in writing of any operation suspected of being potentially hazardous and when existing potentially hazardous operations are moved or changed.

2.1.6. Ensure supervisors of shops on the hearing conservation program annually attend supervisors' hearing conservation training provided by Public Health.

2.1.7. Ensure all newly assigned personnel assigned duties in shops requiring occupational exams report to Public Health within 30 days of arrival. This visit is to provide the opportunity to enroll individual in the occupational health program and to perform any needed preplacement examinations. Those entered into the hearing conservation program attend initial hearing conservation training by Public Health.

2.2. Personnel Systems Management Office, 437 MSS/DPMD, will provide computer support for this program. Specifically, DPMD will run a desire nightly to create an updated base personnel file. Public Health will then use File Transfer Protocol (FTP) to access this file and download to the Medical Group LAN server. Also, DPMD will provide a system generated RIP (OSC RIP) which details changes to organizational structure codes as it is available.

2.3. The Civilian Personnel Office, 437 MSS/DPC, will:

- 2.3.1. Provide SGPM with a monthly newcomers disk and monthly base download of all civilians in specific OSC's identified under this program by SGPM.
  - 2.3.2. Ensure all workers to be employed in potentially hazardous workplaces receive pre-employment occupational health examinations before beginning work. Annotate the individual's SF 78 with:
    - 2.3.2.1. The name of the gaining organization, work center and OSC.
    - 2.3.2.2. The requirement for occupational health examinations, SF 78, **Certificate of Medical Examination**, (available in Civilian Personnel) for any individual being assigned to duty in a workplace on Table 41.
    - 2.3.2.3. Any other specific requirements of the position.
  - 2.3.3. Include SGPM on the outgoing clearance sheet of all civilians.
- 2.4. The 437 Medical Group will:
- 2.4.1. Perform periodic surveys of operations of workplaces (industrial or other potentially hazardous areas) to identify potential health hazards, determine adequacy of control procedures, and recommend preventive measures to minimize exposures.
  - 2.4.2. Designate in writing those work centers and occupations which are potentially hazardous and inform respective unit/organization commanders of the potential hazard, possible health effects, and required examinations.
  - 2.4.3. Provide appointments for personnel identified on clinical examination rosters generated by SGFPF. Exam rosters and will be forwarded to occupational health monitors to have shop personnel scheduled for the required occupational exams and PHA.
  - 2.4.4. Provide initial health education and fit testing, as required by AFOSH Standard 48-137, *Respiratory Protection Program* for all personnel having potential exposure to occupational hazards requiring the use of individual respiratory protection.
  - 2.4.5. Provide initial hearing conservation education and fit molded-type earplugs within guidelines of AFOSH Standard 161-20, *Hearing Conservation Program* to all individuals identified as working in hazardous noise areas.
  - 2.4.6. Provide supervisor's hearing conservation training annually for all supervisors of shops on the hearing conservation program.
  - 2.4.7. Provide unit/organization commanders with the names of individuals who fail to appear for scheduled tests/examinations, or individuals who have not been "noise free" for required periods of time, before certain audiometric examinations (e.g. reference, follow-up, etc.)
  - 2.4.8. Provide an AF Form 422, **Profile Serial Report** on any member that is required to be removed from his/her workplace due to a medical or work-related illness or injury.
  - 2.4.9. Provide early pregnancy testing (before the second missed menstrual cycle) for those active duty females whose jobs involve potential exposure to chemical or physical agents which could potentially damage the fetus.
  - 2.4.10. Advise the pregnant member and her supervisor of any duty restrictions as soon as practical.

- 2.4.11. Provide technical assistance and/or consultation to units in the development of occupational health training programs.
- 2.4.12. Provide a monthly report to unit commanders identifying personnel assigned to their unit who are not eligible for deployment.
- 2.4.13. Provide the opportunity for treatment of civilian employees with an occupational illness and/or injury within the capabilities of the medical treatment facility. Both initial and follow-up care is authorized for civilian employees who sustain an occupational illness or injury.
- 2.4.14. Notify supervisors of personnel who have a significant threshold shift on their annual occupational audiogram.

ROYETTA MARCONI-DOOLEY, Col, USAF, BSC  
Commander, 437th Medical Group

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

AFI 44-102, *Community Health Management*

AFI 48-101, *Aerospace Medical Operations*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

AFOSH STD 48-137, *Respiratory Protection Program*

AFOSH STD 161-20, *Hearing Conservation Program*

**Abbreviations and Acronyms**

**CAFB**—Charleston Air Force Base

**OSC**—Organizational Structure Code

**PHA**—Preventive Health Assessment

**Terms**

**Special Purpose Medical Examination**—Specific examinations conducted at intervals (preplacement, periodic, and/or termination) to evaluate and document the health effects of occupational exposures. The scope and frequency of these examinations are determined by the Aeromedical Council after review and consideration of exposure factors and regulatory guidance. Examination requirements are based on industrial hygiene surveillance evaluations and/or findings of previous medical examinations.

**Preplacement Examinations**—Specific examinations used to determine an individual's ability to work safely in a potentially hazardous area prior to being exposed to the potential hazard. These examinations are also used to document baseline data at the time of employment.

**Annual Examinations**—Occupational Health Medical Examinations performed in conjunction with block scheduling of the annual PHA. This assessment will be used to determine an individual's ability to continue working safely in a potentially hazardous environment and for early detection of potential problems.

**Termination Examinations**—Special purpose medical examinations normally done upon termination of employment/retirement. Some specific potential exposures (e.g. lasers and hydrazine) require these examinations be conducted prior to PCS/PCA.

**Audiometric Examinations**—Hearing tests given to personnel performing duties in designated hazardous noise areas. These audiograms and/or other medical examinations may be required when conditions warrant.

**Preplacement (Reference) Audiograms**—These audiograms are required for all workers assigned to duties in hazardous noise areas. They should be accomplished within 30 days of assignment.

**Unit/Organization Occupational Health Monitor**—Individuals designated by unit/organizational commanders to monitor the Occupational Health Program for their unit/organization.

**Table 41**—A list of workplaces identified by Organizational Structure Code (OSC) showing the type of medical examinations identified by code letters, which are required for the workers.

**Pregnancy Interviews**—Interviews conducted in accordance with AFI 44-102, *Community Health Management* to determine the possible effects of workplace exposures on the unborn fetus and mother. These interviews and any resulting duty restrictions are based on information provided by the employee, her supervisor, and consultation with Bioenvironmental Engineering.

ATTACHMENT 2

APPOINTMENT LETTER FOR OCCUPATIONAL HEALTH MONITORS



Date

MEMORANDUM FOR 437 AMDS/SFPFP

FROM: (Your organization)

SUBJECT: Organization Occupational Health Monitors

The following personnel are designated Organization Occupational Health Monitors per Charleston AFB Instruction 48-20. They have been instructed to report to the Physical Examinations and Standards Section for a briefing on their duties involved with the Occupational Health Program for Charleston AFB.

<u>NAME</u>	<u>GRADE</u>	<u>DUTY PH</u>	<u>SQUADRON/OFFICE</u>
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Primary:

Alternate:

(Signature Block of Unit Commander)