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Aerospace Medicine

OCCUPATIONAL HEALTH PROGRAM



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This instruction implements AFD 48-1, Aerospace Medical Program. It establishes responsibilities and procedures for conducting the Air Force Occupational Health Program at Dover AFB. It applies to all units, assigned, attached or tenant to Dover AFB where military or civilian personnel are exposed to potential occupational health hazards.

1. REFERENCES:

AFI 44-102, Patient Care and Management of Clinical Services.

AFI 48-101, Aerospace Medical Operations.

AFI 91-204, Investigating and Reporting USAF Mishaps.

AFI 91-301, Air Force Occupational and Environmental Safety, Prevention and Health (AFOSH) Program.

AFOSHSTD 48-1, Respiratory Protection Program.

AFOSHSTD 48-8, Controlling Exposures to Hazardous Materials

AFOSHSTD 161-17, Standardized Occupational Health Program.

AFOSHSTD 161-20, Hearing Conservation Program.

2. GENERAL: Public Health (PH), Bioenvironmental Engineering (BEE), Physical Examination and Standards Section (PES), Military Personnel Flight (MPF), Civilian Personnel Flight (CPF), Wing Safety, Unit and Organizational Commanders, Organizational Occupational Health Coordinator (OOHC) and supervisors work in a coordinated effort to make sure individuals' work environments are as safe as possible and to provide early identification of evidence indicating possible health hazards or ill effects of exposure to hazardous work environments. Health hazards in the workplace include chemical, physical, (e.g., noise, radiation, heat), biological, and ergonomic hazards.

3. TERMS EXPLAINED:

3.1. Termination Occupational Health Examinations. Special purpose and audiometric examinations are done upon end of employment, retirement, before a Permanent Change of Assignment (PCA), or Permanent Change of Station (PCS). Termination examination results document worker health when leaving a potentially hazardous work environment. Such information is essential to establish equitable compensation should a claim be filed.

3.2. Pregnant Workers' Occupational Evaluation. Interviews are performed IAW AFI 44-102, Professional Policies and Procedures, to help determine the possible effects of workplace exposures on the fetus and the pregnant woman. Duty restriction recommendations are based on information provided by the woman, her supervisor and through consultation with the Flight Surgeon's Office (FSO), BEE and hospital professional staff.

3.3. Organizational Occupational Health Coordinator (OOHC). Individuals designated by unit or organization commanders to monitor the occupational health program for their unit or organization. They monitor and coordinate procedures necessary to implement the unit occupational health program.

4. PROCEDURES AND RESPONSIBILITIES:

4.1. 436th Medical Group will:

4.1.1. Provide early detection of pregnancy through testing (ideally before the second missed menstrual cycle) for active duty women whose jobs involve exposure to potentially hazardous chemicals, radiation or physical agents.

4.1.2. Provide medical officer consultation with private physicians caring for pregnant civilian employees.

4.1.3. Provide technical assistance or consultation (through PH and BEE) to units developing occupational health training programs.

4.1.4. Determine (through a Sub-Committee of Aerospace Medicine called the Occupational Health Working Group, and approved by the Aeromedical Council) what occupational health examinations are required for personnel employed in each worksite where the potential for health hazards exists.

4.1.5. Provide medical treatment of military and civilian employees with occupational health injuries and illnesses as permitted by law.

4.1.6. Through BEE, PH and FSO, investigate indoor air quality problems in administrative and industrial areas.

4.1.7. BEE will:

4.1.7.1. Perform periodic and special surveys of operations of workplaces (industrial or other potentially hazardous areas) to identify possible health hazards, determine adequacy of control procedures and recommend measures to minimize exposures.

4.1.7.2. Designate in writing those work centers and occupations that are potentially hazardous and inform respective unit and organizational commanders of the potential hazards.

4.1.7.3. Work with the CPF when requested to review each case that has environmental differ-

ential pay (EDP). Evaluate the worksites and send results of findings to DPCC to help them judge if EDP is valid.

4.1.7.4. Provide respiratory protection fit-testing and training and evaluate workplace respiratory protection programs. AFOSH Standard 48-1 and DAFBI 48-106 provide specific guidance for this program.

4.1.7.5. Pregnancy evaluation. BEE will assess for potential hazards associated with the patient's duties by reviewing data from shop folders or by visiting the area of employment, if necessary, and report their findings to PH when returning the overprinted SF 600 Health Record.

4.1.7.6. Conduct radiation safety program review and assist supervisors in conducting annual ionizing radiation safety training. See DAFBI 48-107, Ionizing Radiation Protection Program for details.

4.1.8. PH will:

4.1.8.1. Maintain all computer products pertaining to the Occupational Health Program.

4.1.8.2. Coordinate scheduling of monthly occupational exams with the PES section.

4.1.8.3. Identify to PES, military newcomers requiring preplacement examinations.

4.1.8.4. Provide health education and fit-testing of ear plugs IAW AFOSHSTD 161-20, Hearing Conservation Program, to all individuals identified as working in hazardous noise. Hearing Conservation training is provided upon inprocessing, and refresher/re-training is accomplished as needed following a shift in hearing.

4.1.8.5. Act as a resource for occupational health educational material for supervisors and assist them in developing training programs when requested. Provide guidance related to occupational health training when conducting shop visits.

4.1.8.6. Provide evaluation of pregnant workers' duties. Referring any questions concerning specific workplace hazards to BEE for further evaluation.

4.2. Commanders will:

4.2.1. Designate an individual to be the Organizational Occupational Health Coordinator (OOHC) and refer newly assigned OOHCs to PES for orientation following assignment.

4.2.2. Provide and document education to workers on potential hazards in the workplace and methods of minimizing exposures as required by AFI 91-301, Air Force Occupational and Environmental Safety, Prevention and Health Program. It is particularly important that female employees in designated potentially hazardous workplaces understand the necessity of confirming suspected pregnancy before the second missed menstrual cycle.

4.2.3. Obtain and provide employees with required personal protective equipment (fitted ear plugs -V51R and triple flange - are provided by PH). Ensure personal protective equipment is used at appropriate times and maintained in good condition.

4.2.4. Make sure duty restrictions imposed on workers due to the results of occupational health examination or pregnancy are followed. Consult with PH if the restriction cannot be followed or duties have otherwise appreciably changed.

- 4.2.5. Inform BEE in writing of any operation suspected of being potentially hazardous and when existing potentially hazardous operations are moved or appreciably changed.
- 4.2.6. Ensure personnel attend scheduled examinations (see 4.3. and 4.6. below).
- 4.2.7. Assist, through the OOHC, in making sure employees receive termination occupational health examinations. Supervisors' assistance is particularly important for short notice civilian termination examinations. In such cases, there may not be adequate time for a CPF-PES coordinated scheduling of these examinations. As a general rule, anyone who receives annual audiometric or special purpose examinations also requires a termination examination.
- 4.2.8. Refer all military personnel with occupational illnesses and injuries to the 436th Medical Group for medical evaluation and care. Encourage civilians to do likewise. Assist PH and other hospital agencies in investigating occupational injuries and illnesses.
- 4.3. Annual occupational health examinations are scheduled in the following manner:
- 4.3.1. PH receives base download disk from PSM to update Occupational Health personnel Data-Base. PH will sort information and identify all individuals due an occupational examination for the following month. Public Health will give PES the number of required appointment slots per squadron. PES will put all required scheduling information (i.e. names, day, time) on computer disk (one per squadron), to be picked up by each squadron's OOHC.
- 4.3.2. PES will:
- 4.3.2.1. Schedule and perform occupational health examinations for those individuals identified by PH as requiring an exam.
 - 4.3.2.2. Provide pregnant active duty members and their supervisors an AF Form 422, Physical Profile Series Report, detailing duty restrictions.
 - 4.3.2.3. Provide unit or organizational commanders with the names of those who fail to show for scheduled appointments.
 - 4.3.2.4. Allocate specific dates and time slots for the required examinations and forward information to squadron/unit OOHCs (on diskette) one month prior, to allow sufficient time for scheduling within the squadrons.
 - 4.3.2.5. Annotate appointment schedules (returned by OOHC) as the individuals complete or miss their scheduled appointments, and forward all medical records from examinations completed to PH at the end of each day.
 - 4.3.2.6. Schedule follow-up examinations individually, if required.
 - 4.3.2.7. Direct individuals to PH following audiometric shifts for individualized training and fit-testing of hearing protective devices.
 - 4.3.2.8. Individually train/orient all newly assigned OOHCs on the proper scheduling procedures for occupational health examinations.
- 4.4. MPF will provide PH a base personnel download disk monthly through Personnel Systems Management (PSM).
- 4.5. CPF will:

- 4.5.1. Ensure all workers employed in potentially hazardous workplaces receive occupational health examinations before beginning work.
- 4.5.2. Give outprocessing checklists (to include medical outprocessing) when they initiate termination or retirement procedures. Check to make certain they have processed through PH. Provide a monthly list to PH of those on the occupational health examination program who have terminated employment.
- 4.6. Newcomers' Occupational Health examinations are scheduled in the following manner:
 - 4.6.1. Performed while the patient is in the clinic inprocessing whenever possible or, scheduled immediately following their inprocessing through PH.
 - 4.6.2. Civilian newcomers are identified to PES via the SF 78. PES will perform the required pre-placement physical examinations and send the employee to PH. PH will enter individual in the Occupational Health DataBase, provide occupational health education, fit-test and issue ear plugs for those requiring them.

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