

**BY ORDER OF THE
BASE COMMANDER**



GF INSTRUCTION 48-102

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Aerospace Medicine

OCCUPATIONAL HEALTH PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities and procedures for conducting the Air Force Occupational Health Program at GFAFB. It applies to all units, assigned, attached, or tenant to GFAFB where military or civilian personnel are exposed to potential occupational health hazards.

1. References .

- 1.1. AFI 44-102, *Patient Care and Management of Clinical Services*, Feb 96.
- 1.2. AFI 48-101, *Aerospace Medical Operations*, Jul 94.
- 1.3. AFI 91-204, *Safety Investigation and Reports*, Dec 96.
- 1.4. AFOSH STANDARD 48-1, *Respiratory Protection Program*, Feb 94.
- 1.5. AFOSH STANDARD 161-20, *Hearing Conservation Program*, Oct 91.

2. General. Public Health (PH), Bioenvironmental Engineering (BEE), Physical Examination and Standards Section (PES), Military Personnel Flight, Civilian Personnel Office (CPO), Unit and Organizational Commanders 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 hazards or ill effects of exposure to hazardous work environments.

3. Terms Explained.

- 3.1. Pre-exposure Examinations. Specific examinations given before employment in potentially hazardous areas to document baseline data for use in future medical evaluations or to assess the individual's fitness for specific jobs. Individuals receiving examinations in this category include newly hired

civilians, military personnel arriving PCS and military and civilians who PCA to a hazardous situation.

3.2. Audiometric Examination. Hearing tests given to personnel performing duties in designated hazardous noise areas. These audiograms are pre-placement (reference), annual and on termination of service or employment. When necessary, additional detailed follow-up audiograms are required to further evaluate a worker's hearing.

3.3. Pre-placement (Reference) Audiogram. These are required at the time of first exposure to noise hazard duty. They are accomplished within 30 days of assignment. Those scheduled for reference audiograms must be removed from hazardous duties for a period of at least 15 hours before the testing to get a true evaluation of their hearing abilities.

3.4. Special Purpose Occupational Health Examinations. These are conducted at intervals (pre-placement and periodic) to evaluate and document possible effects of occupational exposures other than noise. They are tailored to the occupational hazards identified by BEE surveillance. Special purpose examinations may include medical histories, physical examinations and clinical and biological tests.

3.5. Termination Occupational Health Examinations. Special purpose and audiometric examinations are done upon end of employment or retirement; however, some may also be required before PCS or PCA. Termination examinations results document worker health when leaving a potentially hazardous work environment. Such information is essential in establishing equitable compensation should a claim be filed.

3.6. Pregnant Workers' Occupational Evaluation. Interviews are performed by PH to help determine the possible effects of workplace exposures on the fetus and the pregnant woman. Duty restrictions recommendations are based on information provided by the woman, her supervisor and through consultation with BEE and the hospital professional staff.

4. Procedures and Responsibilities.

4.1. 319th 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 or physical agents. Provide medical officer consultation with private physicians caring for pregnant civilian employees.

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

4.1.3. Determine (through the Aeromedical Council) what occupational health examinations are required for personnel working in each worksite where the potential for health hazards exists.

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

4.1.5. BEE will:

4.1.5.1. 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.

4.1.5.2. Provide initial health education and fit-testing as required by AFOSH STD 48-1 to those whose occupational exposure requires the wearing of a respirator. Issue AF Form 483, Certificate of Competency, indicating which types of masks the individual is certified to wear.

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

4.1.5.4. Work with CPO when requested to review each case that has environmental differential pay (EDP). Evaluate the worksites and send results of findings to CPO to help them judge if an EDP is valid.

4.1.5.5. Evaluate and make recommendations on work area procedures when adverse health trends or occupational illnesses are identified.

4.1.6. PES will:

4.1.6.1. Schedule and perform occupational health examinations for those identified on monthly clinical examination rosters.

4.1.6.2. Schedule military newcomers requiring pre-placement examinations.

4.1.6.3. Forward notification of worker fitness (AF Form 2770, **Assessment and Disposition Record**) to individuals who have received an occupational health examination, to their supervisors and to PH.

4.1.6.4. Provide pregnant active duty members and their supervisors an AF Form 422, **Physical Profile Series Report**, detailing duty restrictions.

4.1.6.5. Provide unit or organizational commanders with the names of those who fail to show for scheduled appointments.

4.1.7. PH will:

4.1.7.1. Be responsible for maintaining and updating military and civilian occupational health examination data in PH computer.

4.1.7.2. At least annually, provide notification to organizations indicating what workplaces have individuals requiring occupational health examinations.

4.1.7.3. 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.

4.1.7.4. Identify individual requiring occupational exams and provide PES with a roster. Verify the accuracy of occupational health examination products from the personnel office before forwarding them to PES.

4.1.7.5. Provide health education and fitting for ear plugs IAW AFOSH STD 161-20, *Hearing Conservation Program*, to all individuals identified as working in hazardous noise. This training is provided when the worker gets audiometric examinations.

4.1.7.6. Provide pregnant civilians, their supervisors and CPO with a written description of potential health hazards in the duty restrictions. Temporary relocation and absence are the responsibility of the supervisor and CPO.

4.1.7.7. Track health trends in work areas and report adverse trends and occupational illnesses

to BEE. Assist BEE in investigations as needed.

4.2. Commanders will:

4.2.1. Provide and document education to workers on potential hazards in the workplace and methods of minimizing exposures as required by AFI 91-204. Stress the importance to female employees in designated potentially hazardous workplaces the necessity of confirming suspected pregnancy before the second missed menstrual cycle.

4.2.2. 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.

4.2.3. Ensure supervisors supply job descriptions of pregnant workers to PH when requested. Include a task list of each woman's specific duties, physical requirements and known or suspected hazardous chemical exposures related to her duties.

4.2.3.1. Active duty military. PH will make a telephonic request to the supervisor for a workplace description. Supervisors will also provide a written duty description as an endorsement to a letter provided by PH.

4.2.3.2. Civilian employees. The supervisor of the pregnant civilian employee is responsible for preparing the job task list and forwarding it to PH within three working days of notification of pregnancy from the worker.

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 are 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 4.5. and 4.6. below).

4.2.7. Assist, through the shop supervisor, 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 CPO - PH coordinated scheduling of these examinations. As a general rule, anyone who receives annual audiometric or special purpose examinations also requires termination examination.

4.2.8. Refer all military personnel with occupational illnesses and injuries to the hospital for medical evaluation and care. Encourage civilians to do likewise. Assist PH and other hospital agencies in investigating occupational injuries and illnesses.

4.3. Military Personnel Flight/Personnel Systems Management (PSM) will provide master occupational examination data promptly to PH when requested (usually monthly).

4.4. CPO will:

4.4.1. Ensure all workers employed in potentially hazardous workplaces receive pre-placement occupational health examinations before beginning work. The individuals requiring pre-placement examinations are assigned to workplaces included in the Examination Codes by Workplaces provided by PH. The individual's SF 78, Certification of Medical Examination, is annotated with

the name of gaining organization, work center, Occupational Structure Code and an annotation that pre-placement occupational health examination is required, before being sent to PES:

- 4.4.2. Provide monthly master civilian personnel rosters to PH used in verifying their data base.
 - 4.4.3. Give outprocessing checklists to civilian employees who work in hazardous duties 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.
- 4.5. Annual occupational health examinations are scheduled in the following manner:
- 4.5.1. Each industrial shop is assigned a block of time (usually one month) when all annual occupational health examinations are accomplished.
 - 4.5.2. PSM provides occupational health examination rosters to PH by the tenth of each month for the following month. PH will verify the PSM roster, call shops due for exams to update personnel listing. When personnel listing is updated, personnel listing is given to PES for scheduling.
 - 4.5.3. PES allots appointment days for each squadron's use and sends the roster and Appointment Sheets (which identify available appointments) to applicable shop supervisors.
 - 4.5.4. Shop supervisors' will assign the available appointment times to individuals identified on the occupational health examination rosters, fill in the Appointment Sheet with individuals' names and return the completed Appointment Sheets to PES by the end of the month preceding the appointment dates. Shop supervisors will track compliance with occupational health appointments and reschedule missed appointments through PES during the same month if possible.
 - 4.5.5. PES will accomplish occupational health examinations as scheduled and send no-show notices to commanders on the same day individuals fail to show for scheduled appointment. PES schedules follow-up procedures, if required, with the individual.
 - 4.5.6. PES provides show and no-show data to PH at the end of the examination month. PES will send a letter to commanders of squadrons with more than a 10 percent no-show rate.
- 4.6. Newcomers occupation health examinations are scheduled in the following manner:
- 4.6.1. Military newcomers who require pre-placement examinations are identified by PES. Newcomers will be given a pre-placement exam either the day a newcomer processes through or scheduled for a later date. Some individuals may not require a pre-placement examination, for example, an individual who received annual audiometric testing, hearing conservation training and fit-testing before departing the last base. Newcomers will receive examinations as early as possible to establish baseline data before significantly exposed to potentially hazardous duties.
 - 4.6.2. Civilian newcomers are identified to PES via the SF 78 as described in [4.4.1.](#) above by CPO. PES will perform the required examinations. PES provides occupational health education, fits and issues ear plugs.

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