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***Aerospace Medicine***

**OCCUPATIONAL HEALTH PROGRAM**

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This instruction outlines procedures and assigns responsibilities for conducting the Occupational Health Program at MacDill Air Force Base.

***SUMMARY OF REVISIONS***

This revision changes Aerospace Medicine Council to Aeromedical Council; deletes requirement to furnish authorized structure codes and Organizational Structure Codes to the 6th Mission Support Squadron, Data Management and Support, for personnel who require periodic occupational health examination; and minor administrative changes.

**1. PURPOSE:** The Occupational Health Program is designed to prevent and control potential adverse effects of the work environment on people. Successful accomplishment requires close teamwork between the various sections of Aeromedical Services, the Aeromedical Council, Unit Commanders, the Military Personnel Flight, and the Civilian Personnel Office, as well as supervisors and employees working in every area on MacDill Air Force Base.

**2. TERMS EXPLAINED:**

2.1. Hazardous noise exposure: Exposure to noise in the work environment exceeding the limits set by AFOSH Standard 161-20, Hearing Conservation Program.

2.2. Hazardous/toxic agents: Chemical, radiation, or biological agents that have the capability of adversely affecting the health of an exposed individual. Also included are physical agents/workplace situations with potential ergonomic effects.

2.3. Occupational health examination: The term used to identify examinations performed under this program.

2.4. Preplacement or baseline examination: An examination done prior to beginning work to establish and document baseline data for future use. This includes a preplacement physical examination for selected jobs.

2.5. Special purpose periodic examinations: Specific tests and examinations done at intervals to evaluate and document the health effects of potential occupational exposures. The frequency and extent of these examinations are determined locally by the Aeromedical Council after reviewing Bioenvironmental Engineering's assessment of the work environment.

2.6. Audiometric examination: A "hearing test" using an electroacoustic instrument that measures an individual's hearing level at established frequencies of sound. Initial audiometric examinations are used as a reference to which subsequent examinations can be compared.

2.7. Termination examination: An examination given when an employee changes jobs, separates, or retires.

### **3. RESPONSIBILITIES:**

#### 3.1. 6th Aerospace Medicine Squadron (6 AMDS):

3.1.1. The Aeromedical Council will determine the frequency and scope of occupational health examinations for all shops or jobs.

#### 3.1.2. Public Health (SGPM) will:

3.1.2.1. Monitor the occupational health program.

3.1.2.2. Monitor the accomplishment of occupational health examinations.

3.1.2.3. Prepare a monthly roster to distribute to Physical Examination and Standards (PES) Branch (SGPFP).

3.1.2.4. Coordinate examinations for nonappropriated fund (NAF) employees with the NAF personnel office.

#### 3.1.3. Bioenvironmental Engineering (SGPB) will:

3.1.3.1. Conduct periodic evaluations to assess the potential workplace exposures of employees.

3.1.3.2. Provide written industrial hygiene findings and recommendations to appropriate commanders, supervisors, and SGPM.

3.1.3.3. Consult with SGPM on matters pertaining to occupational health examination requirements.

3.1.3.4. Provide personnel initial respirator fit testing/training, if applicable, during personnel's initial physical examination visit, and enroll them in the Respiratory Protection Program.

#### 3.1.4. Physical Examination Section (SGPFP) will:

3.1.4.1. Perform all occupational health examinations of military and civilian employees.

3.1.4.2. Schedule through Squadron Health Monitors all personnel requiring preplacement audiometric and special purpose periodic examinations as identified by SGPM.

3.1.4.3. Notify SGPM and individual squadrons if required examinations are not completed

on schedule.

3.2. Commanders will:

- 3.2.1. Assure newly assigned personnel have completed required preplacement examinations before beginning work.
- 3.2.2. Take action to minimize "no-shows" and canceled appointments for occupational health examinations.
- 3.2.3. Act on SGPB/SGPM recommendations following periodic shop visits. Ensure AF Form 3, Hazard Abatement Plan, is completed reflecting a risk assessment code on all SGPB recommendations that have not been corrected within 30 days (ref AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program). The completed AF Form 3 with SGPB recommendations will be forwarded to SGPM for their review. Act on SGPM recommendations within 30 days and provide written replies to SGPM.
- 3.2.4. Update PC-III computer for military personnel when they are transferred from one work area to another, plus ensure that Employee Safety and Health Records (AF Form 55), or a computerized training record, are documented and forwarded to SGPM.
- 3.2.5. Request SGPB/SGPM investigate suspected occupational health problems, occupational illness, or potential exposures to toxic/hazardous materials.
- 3.2.6. Assure supervisors and employees are made aware of the Federal Hazard Communication Program, potential health hazards in their work place, and procedures for reporting suspected occupational health hazards.
- 3.2.7. Appoint a squadron occupational health examination monitor to coordinate occupational health examination schedules. Provide the name, office symbol, and duty phone of this person by letter to SGPM.

3.3. Supervisors will:

- 3.3.1. Report all suspected overexposures to hazardous/toxic agents to SGPB, SGPM, and to their respective commanders.
- 3.3.2. Ensure required preplacement, follow-up, periodic, and termination examinations are completed.
- 3.3.3. Cooperate in scheduling examinations and assure appointments are kept.
- 3.3.4. Record occupational health data, such as type examination required and date of last examination, on the civilian employee's AF Form 971, Supervisor's Employee Brief.
- 3.3.5. Post a copy of this instruction in work areas.
- 3.3.6. Post notice of hazards identified in areas of responsibility.
- 3.3.7. Develop and enforce procedures necessary to control health hazards.
- 3.3.8. Assure employees are fully trained in safety procedures, use of required protective equipment, and hazard communication. This training will be conducted within 30 days of arrival for all newcomers and will be documented on AF Form 55 per AFI 91-301 and AFOSH Standard 161-21, Hazard Communication.

3.3.9. Ensure personnel coded for termination occupational health examinations are scheduled 30 days prior to separation with SGPPF.

3.4. 6th Mission Support Squadron:

3.4.1. Civilian Personnel Flight will:

3.4.1.1. Prepare, no later than the 5th work day of March, June, September, and December, a disk and roster of all civilian employees and forward to 6 AMDS/SGPM.

3.4.1.2. Roster will be completed in the following format:

- 1) Squadron (PAS)(4)
- 2) Name (18)
- 3) -CIV- (3)
- 4) SSAN (9)
- 5) Duty Title (3 1)
- 6) AFSC (7)
- 7) DT-ARR (6)
- 8) Organizational Structure Code (OSC) (7)
- 9) DOB (6)
- 10) DY-PH (10)
- 11) SEX (1)
- 12) OFF-SYM (7)

3.4.2. Military Personnel Flight will:

3.4.2.1. Prepare a roster (on disk) of all active duty employees and send it to SGPM by the 5th work day of each month.

3.4.2.2. Roster will be completed in the following format:

- 1) Squadron (PAS)(4)
- 2) Name (18)
- 3) SSAN (9)
- 4) Duty Title (3 1)
- 5) AFSC (7)
- 6) DT-ARR (6)
- 7) Organizational Structure Code (OSC) (7)
- 8) DOB (6)
- 9) DY-PH (10)
- 10) SEX (1)

11) OFF SYM (7)

3.4.2.3. Recommend prompt retraining of personnel medically disqualified in their Air Force Specialty Codes. 3.5. The 6th Services Squadron, Resource Management Flight, will:

3.4.2.3.1. Provide a list of NAF workers to 6 AMDS/SGPM no later than the 5th work day of January, April, July, and October.

3.4.2.3.2. Provide a list each month of new and terminated workers for all NAF activities.

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Commander