

MICHIGAN STATE UNIVERSITY

EXPOSURE TO HEALTH RISKS/PHYSICAL DEMANDS FORM

Please review the Exposure to Health Risks and Physical Demands section. Check appropriate item(s) and follow instructions for applicable section(s).

Start date:	_____	Date:	_____
Employee Name:	_____	F Q D:	_____
Department Name:	_____	Job Position:	_____
Department Account #:	_____	Supervisor:	_____
Telephone:	_____	Fax:	_____
		Email:	_____

EXPOSURE TO RISKS SECTION

Check conditions that apply to the job. If you have a question about potential exposure, see the Exposure to Health Risk Information Packet. If you check any of items 1-9, schedule an occupational health assessment with the MSU Occupational Health Clinic at Olin Health Center at 353-9137. This completed form and a job description must be sent in advance of the health assessment to MSU Occupational Health, Room 347 Olin, fax number, 355-0332. You may also send this completed form and the job description as e-mail attachments to occhealth@ht.msu.edu with the employee's name in the subject line.

1. Exposure to human blood, serum, tissue and other body fluids; and materials covered under Universal Precautions.
2. TB risk or work within 3 feet of patients in a health care setting.
3. Work with animals or unfixed animal tissue.
4. Drive a university vehicle, which requires a commercial driver's license (see below).
 - o A single vehicle having a gross vehicle weight rating (GVWR) of 26,001 pounds or more
 - o A combination of vehicles having a GVWR of 26,001 pounds or more and towing vehicles of not more than 10,000 pounds GVWR
 - o A vehicle towing another vehicle with a GVWR over 10,000 pounds
 - o A vehicle designed to carry 16 or more people (including the driver)
 - o A vehicle carrying hazardous materials in such amounts that placarding is required
5. Drive a university vehicle that does not require a commercial driver's license but does require medical certification (see below).
 - o A vehicle with more than 10,000 pounds GVWR but less than 26,001 pounds
 - o The combination of a vehicle and towed unit with more than 10,000 pounds GVWR but less than 26,001 (The unit pulled must be less than 10,000 pounds GVWR)
6. Wear a respirator (does not include paper dust mask worn for comfort).
7. Work with organophosphate or carbamate pesticides.
8. Work in noisy (above 85 decibels) areas.
9. Risks that have been identified by ORCBS, please list:
(Please see page 2 for explanation of items 1-9)

EXPOSURE TO HEALTH RISK INFORMATION

Description of Programs and Requirements

MSU employees working in specific environments and/or performing duties as listed below must comply with medical surveillance and training program requirements as mandated by Federal and State laws, regulations or statutes. The following list provides examples of the types of duties and/or exposures that place employees under Federal and State guidelines for medical surveillance or specific training. It is the responsibility of the hiring supervisor to review their requirements and initiate required procedures at the time of hire, transfer or change in job duties as outlined below. If any of the items 1-9 are applicable risks, please complete an Exposure to Health Risk form and schedule a health assessment with MSU Occupational Health at 353-9137.

1. Exposure to human blood, serum, tissue and other body fluids and materials covered under “Universal Precautions.”

This covers employees at MSU that have a reasonable anticipated risk of exposure to human blood and other potentially infectious materials. This includes Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens that are included in MSU’s Bloodborne Pathogen Program as outlined in the Exposure Control Plan (ECP).

Job classifications, in which all or some of the employees have potential occupational exposure to bloodborne pathogens, are listed in Appendix A of the MSU Exposure Control Plan. The ECP is revised on an annual basis and copies of the most recent edition can be obtained from the Office of Radiation, Chemical and Biological Safety (ORCBS). The MSU Exposure Control Plan requires all employees to attend an initial training as well as an annual retraining on bloodborne pathogens. Employees covered under this program must be offered free Hepatitis B vaccination within the first **ten** days of employment. For more information, call ORCBS at 355-0153.

2. Work with patients in a health care setting.

This program is designed to determine the risk of occupational exposure to Tuberculosis (TB). The major focus is on baseline skin testing. Anyone with potential occupational exposure to TB must have baseline TB monitoring and be offered monitoring annually. This would apply to employees that interact closely (within 3 feet) with patients suspected or confirmed of TB. This may include, but is not limited to, physicians, nurses, aides, dental workers, technicians, some workers in laboratories and morgues, emergency medical service (EMS) personnel, students, part-time personnel, temporary staff not employed by the health care facility, and persons not involved directly in patient care but who are potentially at risk for exposure to Tuberculosis (e.g., research setting, maintenance). For more information, call MSU Occupational Health at 353-0137.

3. Work with animals or unfix animal tissue.

This program covers those that have occupational exposure to animals or unfix animal tissue. This includes employees caring for animals and cleaning animal environments (e.g., cages or stalls). The type of monitoring and training needed is based on the type of animal(s) and the type of contact. Examples of employees in the above category include veterinarians, veterinary technicians, animal farm workers, animal caretakers or lab workers that handle animal tissues. For more information or to arrange monitoring, call MSU Occupational Health at 353-9137.

4. Drive a university vehicle, which requires a commercial driver’s license.

Federal law requires that an employee must obtain and carry with them a Commercial Driver License (CDL) with appropriate endorsements, if they operate:

1. A single vehicle having a GVWR (gross vehicle weight rating) of 26,001 pounds or more.
2. A combination of vehicles having a gross combination weight rating of 26,001 pounds or more, towing vehicles not more than 10,000 pounds GVWR.
3. A vehicle towing another vehicle with a GVWR over 10,000 pounds.

4. A vehicle designed to carry 16 or more people (including the driver).
5. A vehicle carrying hazardous material in such amounts that placarding is required.

To obtain medical certification call MSU Occupational Health at 353-9137.

5. Drive a university vehicle that does not require a commercial driver's license, but does require medical certification.

State of Michigan law requires that any employee obtain and carry a medical certification, irrespective of whether driving is an Incidental or Primary Duty, if they operate a vehicle that:

1. Is more than 10,000 pounds GVWR but less than 26,001 pounds.
2. The combination of a vehicle and towed unit with more than 10,000 pounds GVWR but less than 26,001. (The unit pulled must be less than 10,000 pounds GVWR).

To obtain medical certification, call MSU Occupational Health at 353-9137.

6. Wear a respirator.

Any employee who works in an area or who may work in an area that requires respiratory protection should contact MSU Occupational Health at Olin for a medical evaluation prior to using the respirator. The employee will then be directed to ORCBS for training and a fit test. Any employee who wears a dust mask for comfort (sweeping floors or erasing chalk boards) does not need to comply with the program requirements. For more information, call ORCBS at 355-0153.

7. Work with organophosphates or carbamate pesticides (NOT herbicides).

Includes individuals that spray, handle, or potentially have significant exposure to pesticides. Examples include greenhouse workers, grounds employees and KBS workers who spray insecticides. Contact your supervisor to inquire if you will be applying insecticides. Supervisors should call MSU Occupational Health at 353-9137 to arrange medical monitoring.

8. Work in noisy (above 85 decibels) areas.

All MSU employees who work in an area that has been evaluated to be above 85 decibels should call MSU Occupational Health 353-9137 for medical monitoring. Examples include Power Plant, Police and Grounds workers. If you are concerned that your area needs to be evaluated, call ORCBS at 355-0153 to arrange for a noise evaluation.

9. Individuals who work with asbestos, certain chemicals regulated by OSHA, ethylene oxide, formaldehyde, and hazardous waste are required to have medical examinations. Department supervisors who have such employees should have been previously notified by ORCBS. If you still have questions about the exposures after reading the descriptions on the following page, call ORCBS at 355-0153.

- **Work with asbestos 30 or more days a year.**

Employees who work in an area involving levels of asbestos (including tremolite, anthophyllite and actinolite) for 30 days or more a year at or above .1F/cc on a time-weighted average must wear a respirator because of asbestos exposure. Each operating department will make a determination of whether their employees are eligible for medical surveillance. To arrange for medical monitoring, call MSU Occupational Health at 353-9137.

- **Work with formaldehyde (defined as exposure at or above 0.5 parts per million for an 8-hour day or 2 parts per million for 15 minutes).**

This includes some workers in anatomy, pathology or histology labs. Other examples are the human and veterinary anatomy technicians, workers in the placenta lab, and some ORCBS employees. Generally, those who work with formaldehyde, or formalin in a fume hood, or who work with small quantities and have low exposures, do not meet the exposure criteria. For more information, call ORCBS at 355-0153.

- **Work with hazardous waste (defined as exposure at or above the permissible exposure limits for a chemical(s) 30 days or more a year).**

Examples include ORCBS workers who pick up and consolidate hazardous waste and incinerator workers. It does not include employees that generate hazardous waste.

- **Work with ethylene oxide (defined as exposure at or above 1 part per million for an 8-hour day or 5 parts per million for 15 minutes).**

Central Sterile Supply workers at the Clinical Center and the Veterinary Medical Center are the only known users of ethylene oxide and they have low exposures. Any use of ethylene oxide outside of a fume hood may have exposure above the limits. Currently there is no one in this program. For more information, call ORCBS at 355-0153.

- **Work with chemicals and routinely exposed to any chemical above the Occupational Safety and Health Administration Standards, including pesticides.**

This covers any chemical covered by the OSHA standard. The department must check with ORCBS on a case-by-case basis. Any laboratory worker exposed to a spill, leak, explosion, or who develops symptoms associated with routine work exposure to chemicals, can request an evaluation by the occupational health physician. Call MSU Occupational Health at 353-9137.

- **Work with any of the following carcinogen(s).**

Any MSU employee who works with the listed carcinogens must contact ORCBS at 355-0153 prior to any work with these materials:

2-Acetylaminofluorene	4-Aminodiphenyl
Benzidine	Bis-chloromethyl ether
3,3'-Dichlorobenzidine (and salts)	4-Dimethylaminoazobenzene
Ethyleneimine	Methyl chloromethyl ether
Alpha-naphthylamine	Beta-naphthylamine
4-Nitrobiphenyl	N-nitrosodimethylamine

Exposure is with or without respiratory protection devices. Laboratory workers do not routinely have significant exposures unless a spill or leak occurs. Significant exposures can occur if fume hoods, or containment devices fail, or if safe work practices are not followed. Using large quantities of volatile chemicals outside of a fume hood, or in confined or poorly ventilated areas may result in significant exposures. For more information, call ORCBS at 355-0153.

PHYSICAL DEMANDS SECTION

Physical demands testing is required for any employee (except students) in a physically intensive job **BEFORE** the employee may begin work.

1. Complete this section of the form.
2. Fax a copy of the completed form and a brief description of the job or posting text, to the MSU Occupational Health Office at 355-0332.
3. Schedule the pre-employment physical demands testing with the MSU Occupational Health Office, 353-9137.
4. Within 24 hours of the testing, you will be contacted with the examination results. A written summary will be provided to you by Occupational Health.
5. If an employee is physically incapable in any essential function, review if a reasonable accommodation can be made. If it is determined the candidate cannot perform the essential functions of the job with an accommodation, the job offer should be withdrawn.

A. Physical Demands Check <u>yes</u> or <u>no</u> if essential function.	B. Time Required Number of hours or minutes per day this demand is performed.	C. Specifics (comments) When defining lifting height and reaching height, indicate if the lift starts from floor, waist, chest, and/or shoulder and where it ends: floor, waist, chest, and/or shoulder. For example, moving boxes off the floor to waist-height shelf would be lifting from the floor to waist.	D. Key Job Tasks List the key physical activities. For example, stocking food cans would be a key job task for lifting. Capacity testing will only be done up to the heaviest weight you specify.
Lifting - Yes No Capacity testing will be done up to the heaviest weight you specify; a numeric value required (cannot accept "greater than" values)		Height of Lifting: Object Weight: Object Size: Height of Lifting: 0-29 inches lbs Yes No 0-54 inches lbs Yes No 0-65 inches lbs Yes No	
Carrying - Yes No If load weight varies indicate maximum required to perform essential job duties		Object Equipment: Object Size: Distance Carried: Load Weight:	
Pushing/Pulling - Yes No If object weight varies, indicate maximum required to perform essential job duties		Floor Surface(s): Equipment push/pull: Maximum Distance: Load Weight:	
Climbing - Yes No (If applicable, describe object being carried or give examples)		Ladder (A-Frame) lbs Ladder (Vertical) lbs Scaffold lbs Stairs lbs Other lbs <i>If applicable</i> , load weight when climbing should be listed following each category.	