


<p>Name of Policy: <u>Industrial Hygiene Monitoring and Medical Surveillance</u></p> <p>Policy Number: 3364-106-23</p> <p>Department: Cardiac Services (Heart Station)</p> <p>Approving Officer: Director of Cardiac Services (Heart Station) and Medical Director, Heart Station</p> <p>Responsible Agent: Director of Cardiac Services</p> <p>Scope: University of Toledo Medical Center Heart Station</p>	 <p>Effective Date: June, 1993</p>
<p> <input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy </p>	

(A) Policy Statement

Employee industrial hygiene exposure monitoring and medical surveillance shall be conducted and maintained in accordance with applicable codes and standards.

(B) Purpose of Policy

To ensure compliance with applicable regulations, to maintain a safe environment, and to provide appropriate communication of surveillance and monitoring activities.

(C) Procedure

It is the direct responsibility of the department manager, working with the Safety and Health Department and the Health and Safety Committee, to identify all potential hazards to which employees may be exposed that may mandate industrial hygiene monitoring and/or medical surveillance activities. It is further their responsibility to initiate and coordinate all industrial hygiene monitoring activities through the Safety and Health Department and all medical surveillance through Employee Health Services and/or Occupational Medicine Services. The department manager is also required to advise all employees of any such potential exposures related to their job function and to provide job specific training as per Health and Safety Policy No. HM-08-018 (Hazard Communication) to those employees prior to commencement of job activities.

I. Industrial Hygiene Monitoring

The department manager shall consult with Health and Safety to ascertain the industrial hygiene monitoring requirements.

A. Monitoring results shall be maintained as follows:

1. the results of all reports shall be sent to one central office (Health and Safety Department). This office shall ensure that results of all reports are forwarded to the appropriate departmental manager, who shall ensure these are directed to affect employees within the 14 days.
2. Employees shall sign these reports and they shall be retained in the departmental office.

II. Medical Surveillance

The department manager shall consult with Safety and Health to ascertain the medical surveillance requirements and shall act to coordinate all such activities with Employee Health Services and to advise Employee Health Services of any employee's change in job status that may impact medical surveillance.

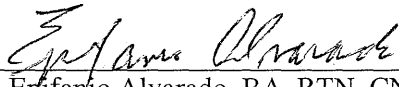
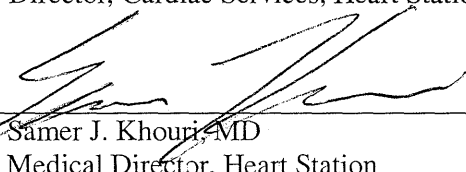
- A. All directions under Medical Surveillance in Safety and Health Policy No. HM-08-016 shall be followed.**

III. Employee Access to and Retention of Records

- A. Upon request, all applicable employee health records monitoring results shall be made available to the employee or anyone having written consent of the employee.
- B. During this month, the employees shall undergo training, which reviews employee exposures and the Material Safety Data Sheet for the material that is causing the exposure. (Refer to the policy on Hazard Communication.)

IV. Toxic-Substance Specific Requirements

- A. Additional compliance requirements in toxic-substance specific standards (for example, labeling and isolation of work areas) are the responsibility of the department manger. Consult Safety and Health Manual.

Approved by:  Epifanio Alvarado, BA, RTN, CNMT Director, Cardiac Services, Heart Station  Samer J. Khouri, MD Medical Director, Heart Station <i>Review/Revision Completed By:</i> <i>Heart Station</i>	<u>3/11/08</u> Date <u>4/9/08</u> Date	Review/Revision Date: 12/95 9/96 10/98 4/01 2/04 6/07
Policies Superseded by This Policy:		Next Review Date: June 1, 2010

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.