

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON 25311

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MEDICAL SERVICES

OCCUPATIONAL HEALTH MEDICAL SURVEILLANCE PROGRAM

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1. References:

- a. Chapter 4, AR 40-5, Health and Environment.
- b. Chapter 4, AR 385-10, The Army Safety Program.
- c. Chapter 5, NGR 385-10, Army National Guard Safety Program.
- d. 29 CFR, Part 1910, Occupational Safety and Health Act.

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE

THIS DATE June 28, 1983
Administrative Law Division

2. Purpose: This regulation establishes policy and procedures for the West Virginia Army National Guard Medical Surveillance Program.

3. Scope and Applicability: The overall ARNG Occupational Health Program fosters health and diminishes illness arising from the individual job relationship. This encompasses special preventive measures for Active Guard/Reserve (AGR), military and technician personnel who are potentially exposed, to toxic materials or hazardous environmental influences. Medical tests outlined in Appendix A, will be accomplished in accordance with the standards of occupational health. Appendix A lists only civilian job or WG-series positions, AGR and military personnel working in comparable assignments are included in the medical monitoring program.

4. Objectives: Specific objectives of the West Virginia Army National Guard Occupational Health Program are to:

a. Assure that all eligible personnel are physically able to perform their assigned duty and that physical and mental health are maintained during service or employment.

b. Reduce economic loss caused by physical deficiency, sickness, or injury of technician and AGR personnel.

5. Medical Monitoring: In addition to normal examinations required for job or duty assignments (i.e., periodic, flight physicals, etc.), Appendix A contains a list of job titles which may result in specific exposure, although other factors must be given consideration. Since a given factor is not always associated with duty assignment, if one of the factors listed in Appendix A is not relevant at a specific installation, the part of the examination geared to that exposure may be deleted. Also, if an operation is different or unique, the appropriate examination may be added to, or deleted from the list of job titles indicated in Appendix A. The list is based on the assumption that all other examinations/immunizations requirements, such as annual flight physicals and quadrennial physicals are being accomplished. Requests for changes to the list of job titles may be submitted to this office, ATTN: WVAR-S, for consideration.

6. Responsibility:

a. Supervisors are responsible for insuring that all personnel under their supervision receive appropriate medical monitoring examinations at recommended frequencies as set forth in Appendix A. A record of each examination will be maintained by the supervisor with an information copyforwarded to this office, ATTN: SPMO. Any significant change in an employee's health which may be associated with his/her occupation, will be reported to this office, ATT: SPMO.

b. Responsible Occupational Safety and Health Officials. Chapters 3, 4, and 5, NGR 385-10 are modified as follows:

(1) The installation Safety and Health Official is the State Safety Manager.

(2) The installation Commander is the Adjutant General.

(3) The MACOM OSH Official is the Chief, NGB-AVN-S.

7. Preplacement Examinations: Preplacement examinations are an essential phase of medical surveillance. Any worker entering a potentially hazardous job should take a complete history and physical examination to ensure that his/her health status will allow them to safely perform job requirements. For any job which regular medical surveillance is planned, base line data should be obtained, which will aid in future medical screening.

8. Obtaining Periodic Job Related Medical Monitoring Examinations: Technician and AGR personnel periodic job related medical monitoring examinations will be provided through one of the following:

a. Army National Guard Medical personnel, medical treatment facilities of the Armed Forces or other Federal Agencies which would not require reimbursement.

b. Civilian physician, contract physicians, or civilian medical treatment facilities, with prior approval of the USPF0 for WV. When all efforts to obtain examinations from services indicated in subparagraph a above have been unsuccessful, a request for funds will be forwarded to the USPF0 for WV to include a listing of the following information:

(1) Individual's name and occupational title.

(2) Tests and/or examinations required.

(3) Approximate costs.

(4) Name and location of civilian agency recommended to perform the test and/or examinations.

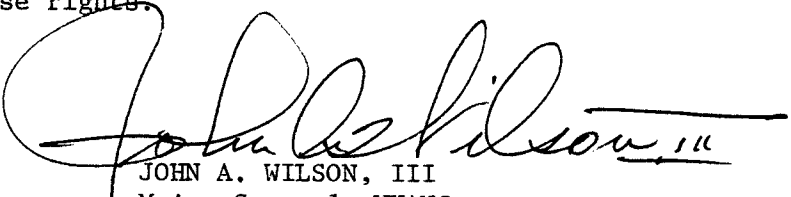
9. Reports of Unsafe or Unhealthful Conditions: Reports of unsafe or unhealthful working conditions are important in detecting hazards that may cause accidents. Such reports will be handled at the operating level to insure prompt and efficient processing. Individuals should bring complaints directly to the State Safety Office concerning unsafe or unhealthful working conditions. Reporting procedures are outlined in paragraph 3-5, AR 385-10.

10. Glossary of Abbreviations: Appendix B contains a glossary of abbreviations utilized in Appendix A.

11. Definitions: Appendix C contains a list of definitions that pertain to terms utilized in Appendix A.

12. Department of Labor Poster: The DOL poster (Appendix D) will be posted in all work places to inform personnel of their responsibility and rights, and the procedures for exercising these rights.

FOR THE GOVERNOR:


JOHN A. WILSON, III
Major General, WVANG
The Adjutant General

APPENDIX A

JOBS REQUIRING MEDICAL MONITORING

JOB NR	TITLE & WG SERIES	DETERMINING FACTOR	EXAM REQUIRED	FREQUENCY
R0294	COMPUTER SPECIALIST GS-00334-09	NOISE	AUDIOGRAM	ANNUAL
R0295	SUPV, COMPUTER SPECIALIST GS-00334-11	NOISE	AUDIOGRAM	ANNUAL
R0516	HEAVY MOBILE EQUIP MECH INSP FOREMAN WS-5808-10	NOISE	AUDIOGRAM	ANNUAL
R0413	ALLIED TRADES FOREMAN WS-3401-09	NOISE	AUDIOGRAM	ANNUAL
R0418	AIRCRAFT INSPECTOR WG-8852-11	NOISE	AUDIOGRAM	ANNUAL
R0448	ELECTRONIC MECHANIC FOREMAN WS-2614-10	MICROWAVE	OPHTHALMOSCOPIC EXAM, SLIT LAMP EXAM OF LENS, PREPLACEMENT AND TERMINATION DETER- MINATION OF BEST VISUAL ACUITY EYE EXAMINATION.	PREPLACEMENT AND TERMINA- TION
R0521	HEAVY MOBILE EQUIP MECH FOREMAN WS-5803-10	NOISE	AUDIOGRAM	ANNUAL
R0523	AIRCRAFT MECHANIC FOREMAN WS-8852-11	NOISE	AUDIOGRAM	ANNUAL
R0554	HEAVY MOBILE EQUIP INSPECTOR WG-5803-11	NOISE	AUDIOGRAM	ANNUAL

JOBS REQUIRING MEDICAL MONITORING

JOB NR	TITLE & WG SERIES	DETERMINING FACTOR	EXAM REQUIRED	FREQUENCY
R0556	COMPUTER OPERATOR GS-0332-06	NOISE	AUDIOGRAM	ANNUAL
R0569	HEAVY MOBILE EQUIP MECH GEN FOREMAN WS-5803-13	NOISE	AUDIOGRAM	ANNUAL
R0586	COMPUTER OPERATOR GS-0332-07	NOISE	AUDIOGRAM	ANNUAL
R3104	ELECTRONIC MECHANIC WG-2614-11	MICROWAVE	OPHTHALMOSCOPIC EXAM, SLIT LAMP EXAM OF LENS PREPLACEMENT AND TERMINATION DETER- MINATION OF BEST VISUAL ACUITY EYE EVALUATION	PREPLACEMENT AND TERMINA- TION ANNUAL
R3113	ELECTRONIC MECHANIC WG-2614-11	MICROWAVE	OPHTHALMOSCOPIC EXAM, SLIT LAMP EXAM OF LENS PREPLACEMENT AND TERMINATION DETER- MINATION OF BEST VISUAL EYE EVALUATION	PREPLACEMENT AND TERMINA- TION ANNUAL

JOBS REQUIRING MEDICAL MONITORING

JOB NR	TITLE & VG SERIES	DETERMINING FACTOR	EXAM REQUIRED	FREQUENCY
R3151	ELECTRONICS MECHANIC WG-2614-10	MICROWAVE	OPHTHALMOSCOPIC EXAM, SLIT LAMP EXAM OF LENS, PREPLACEMENT AND TERMINATION DETER- MINATION OF BEST VISUAL ACUITY EYE EVALUATION	PREPLACEMENT AND TERMINA- TION ANNUAL
R3149	ELECTRONICS MECHANIC FOREMAN WS-2614-09	MICROWAVE	OPHTHALMOSCOPIC EXAM, SLIT LAMP EXAM OF LENS PREPLACEMENT AND TERMINATION DETER- MINATION OF BEST VISUAL ACUITY EYE EVALUATION	PREPLACEMENT AND TERMINA- TION ANNUAL
R4401	WELDER WG-3703-10	NOISE UV, IR, IV METAL AND FLUX FUMES	AUDIOGRAM EYE EVALUATION PULMONARY FUNCTIONS CHEST X-RAY URINALYSIS BLOOD LEAD CBC, UA	ANNUAL ANNUAL ANNUAL BIENNIAL ANNUAL SEMI ANNUAL ANNUAL
R4302	FABRIC WORKER WG-3105-09	LEAD (PAINTED SURFACES, IF EXPOSURE EXCEEDS 0.05 mg/m)		
R4403	MACHINIST WG-3414-11	NOISE CUTTING OILS METAL FUMES AND DUST CHEST X-RAY	AUDIOGRAM AUDIOGRAM DERMATOLOGY EXAM PULMONARY FUNCTIONS CHEST X-RAY	ANNUAL ANNUAL ANNUAL BIENNIAL

JOBS REQUIRING MEDICAL MONITORING

JOB NR	TITLE & WG SERIES	DETERMINING FACTOR	EXAM REQUIRED	FREQUENCY
R4407	MOBILE EQUIP METAL WORKER WG-3809-08	NOISE WELDING, UV, IV, IR METAL AND FLUX FUMES	AUDIOGRAM EYE EVALUATION URINALYSIS PULMONARY FUNCTIONS CHEST X-RAY	ANNUAL ANNUAL ANNUAL ANNUAL BIENNIAL
R4414	PAINTING WORKER WG-4102-07	ORGANIC SOLVENTS LEAD (IF EXPOSURE EXCEEDS 0.05mg/m) ISOCYANATES (URETHANE)	SGOT, SGPT, ALK PO4, CBC BLOOD LEAD CBC, UA TOTAL EOSINOPHIL COUNT PULMONARY FUNCTIONS	ANNUAL ANNUAL SEMI ANNUAL ANNUAL ANNUAL ANNUAL
R4513	SMALL ARMS REPAIRER WG-6610-08	NOISE TEST FIRING: CO	AUDIOGRAM ROUTINE WITH CV EMPHASIS BLOOD LEAD CBC, UA	ANNUAL AGE- RELATED SEMI ANNUAL ANNUAL
R6313	GENERAL MECHANIC WG-5801-08	NOISE	AUDIOGRAM	ANNUAL
R6314	GENERAL MECHANIC WG-5801-09	NOISE	AUDIOGRAM	ANNUAL
R6317	GENERAL MECHANIC FOREMAN WG-5801-09	NOISE	AUDIOGRAM	ANNUAL
R6318	GENERAL MECHANIC FOREMAN WG-5801-08	NOISE	AUDIOGRAM	ANNUAL
R6321	HEAVY MOBILE EQUIP MECH LEADER WG-5803-10	NOISE	AUDIOGRAM	ANNUAL

JOBS REQUIRING MEDICAL MONITORING

JOB NR	TITLE & WG SERIES	DETERMINING FACTOR	EXAM REQUIRED	FREQUENCY
R6322	HEAVY MOBILE EQUIP MECH WG-5803-11	NOISE	AUDIOGRAM	ANNUAL
R6323	HEAVY MOBILE EQUIP MECH WG-5803-10	NOISE	AUDIOGRAM	ANNUAL
R6326	HEAVY MOBILE EQUIP INSPECTOR WG-5801-11	NOISE	AUDIOGRAM	ANNUAL
R6327	HEAVY MOBILE EQUIP MECH LEADER WL-5803-11	NOISE	AUDIOGRAM	ANNUAL
R6361	HEAVY MOBILE EQUIP MECH WG-5803-09	NOISE	AUDIOGRAM	ANNUAL
R6717	AIRCRAFT ORDNANCE SYSTEMS MECH WG-8602-10	NOISE	AUDIOGRAM	ANNUAL
R6718	AIRCRAFT PROPELLER ROTOR MECH WG-8807-10	NOISE	AUDIOGRAM	ANNUAL
R6719	AIRCRAFT ELECTRICIAN WG-2892-10	NOISE	AUDIOGRAM	ANNUAL
R6720	AIRCRAFT PNEUDRAULIC SYSTEMS MECH WG-8268-10	NOISE	AUDIOGRAM	ANNUAL
R6721	SHEETMETAL MECH/AIRCRAFT WG-3806-10	NOISE WELDING: UV, IV, IR METAL AND FLUX FUMES LEAD (PAINTED SURFACES, IF EXPOSURE EXCEEDS 0.05 mg/m)	AUDIOGRAM EYE EVALUATION PULMONARY FUNCTIONS CHEST X-RAY URINALYSIS BLOOD LEAD CBC, UA	ANNUAL ANNUAL ANNUAL BIENNIAL ANNUAL SEMI ANNUAL ANNUAL

JOBS REQUIRING MEDICAL MONITORING

JOB NR	TITLE & WG SERIES	DETERMINING FACTOR	EXAM REQUIRED	FREQUENCY
R6722	POWERED SUPPORT SYSTEMS MECH WG-5378-10	NOISE	AUDIOGRAM AR	ANNUAL
R6732	FUEL DISTRIBUTION SYSTEMS MECH WG-4255-08	NOISE	AUDIOGRAM	ANNUAL
R6737	AIRCRAFT MECHANIC WG-8852-10	NOISE	AUDIOGRAM	ANNUAL
R6738	AIRCRAFT MECHANIC WG-8852-10	NOISE	AUDIOGRAM	ANNUAL
R7637	AIRCRAFT MECHANIC WG-8852-10	NOISE	AUDIOGRAM	ANNUAL

APPENDIX B

GLOSSARY OF ABBREVIATIONS

ALK PO	ALKALINE PHOSPHATASE
AR	AS REQUIRED
BUN	BLOOD UREA NITROGEN
CV	CARDIOVASCULAR
CBC	COMPLETE BLOOD COUNT
CO	CARBON MONOXIDE
EKG	ELECTROCARDIOGRAM
GI	GASTROINTESTINAL
GGTP	GAMMA GLUTAMYL TRANSPEPTIDASE
HX	HISTORY
IAW AR	IN ACCORDANCE WITH ARMY REGULATION
IR	INFRARED
IV	INTENSE VISIBLE RADIATION
SGOT	SERUM GLUTAMIC OXALACETIC TRANSAMINASE
SGTP	SERUMGLUTAMIC PYRUVIC TRANSAMINASE
TB	TUBERCULOSIS
TNT	TRINITROTOLUENE
UA	URINALYSIS, INCLUDING MICROSCOPIC EXAMINATION
UV	ULTRAVIOLET RADIATION
VAR	VARIOUS

APPENDIX C

DEFINITIONS

Age Related	Quadrennial for those 39 years of age or younger, biennial for those 40 to 49 years old, and annual for those 50 years old and over.
As Required	A factor or condition may exist which requires a specific job-related examination or action. Potential diversity and uniqueness of operation, however, preclude specific guidance from this agency. Determination must be made locally and from appropriate guidance extracted from other sections of this guide.
Audiogram	Includes a record of the threshold of audibility of each ear for pure tone test frequencies 500, 1000, 2000, 3000, 4000 and 6000 Hertz.
Chest X-Ray	Refers to 14- by 17- in films taken at a distance of six feet and including a posterior-anterior and a left lateral projection.
Cholinesterase	Refers to red blood cell cholinesterase.
Dental Exam	An examination the purpose of which is the detection of pitting of the enamel of the teeth.
Dermatological Exam	An examination the purpose of which is the detection of dermatoses or potentially contagious lesions of the skin.
Emphasis	Particular attention must be placed on the specific organ system which is cited. For example, GI emphasis might include: a medical history which focuses on alcoholic intake, past exposures to hepatotoxins, and past hospitalizations; and a physical examination which stresses abdominal organ size.
Eye Evaluation	Includes a determination of visual acuity. An ophthalmoscopic examination of the eye should be performed by a qualified professional if abnormal findings are present on acuity testing.
Nasal Examination	An examination the purpose of which is the detection of ulcerative or perforating lesions of the nasal septum.

None Required

In the usual case, no factor or condition exists which would require a specific periodic job-related examination or procedure.

Pulmonary Functions
forced

Includes, at a minimum, the determination of expiratory volume in one second, forced vital capacity, and comparison with expected norms for the individual's age and height.

Routine

Includes a history (both medical and work), a physical examination which includes vital signs, and an evaluation of all major organ systems, an audiogram, a vision screening, a chest X-ray (to be accomplished no more frequently than every four years except when otherwise indicated), an EKG in those greater than 35 years of age, a CBC and UA, and other tests as indicated.

Stress Test

The submaximal determination of work capacity employing a bicycle ergometer or treadmill followed by an EKG. Similar to the Master's Test.

TB Testing

Refers to intradermal testing by either of two methods (tine or PPD) unless the individual is a known skin reactor, in which a chest X-ray is indicated.

APPENDIX D

Occupational Safety and Health Protection for Federal Employees

Reduced in size from 10-1/4" x 15-1/2" poster, GPO 926-998.

Federal Law Requires the Heads of Federal Agencies to Set Up Programs to Protect their Employees from On-the-Job Safety and Health Hazards.

Your Agency's Responsibilities

Your agency head must set up an employee occupational safety and health program. His responsibilities are to:

1. DESIGNATE A SAFETY AND HEALTH OFFICIAL to administer your agency program. Your designated agency official is OSD - (IL & FM)
KASATWODK D-1

(Name and Title)

The safety and health designee for your workplace is

(Name and Title)

and may be contacted at

(Location and Telephone)

2. ISSUE SAFETY AND HEALTH STANDARDS consistent with those required by Federal law for private employees
3. SET UP PROCEDURES FOR REPORTING UNSAFE OR UNHEALTHFUL WORKING CONDITIONS to the agency safety and health official
4. INSPECT PERIODICALLY AGENCY WORKPLACES with participation by representatives of employees and by the person in charge of the workplace
5. POST NOTICES OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS discovered during inspections near the unsafe or unhealthy conditions for at least three days
6. TAKE CORRECTIVE ACTION to eliminate unsafe or unhealthy conditions. Corrections must be made immediately in the case of imminent danger
7. SET UP MANAGEMENT INFORMATION SYSTEMS to keep records of occupational accidents, injuries, illnesses, and their causes, and to post annual summaries of injuries and illnesses 30 days at each workplace or issue them to employees
8. CONDUCT TRAINING PROGRAMS for management and employees in job safety and health matters.

9. ESTABLISH SAFETY AND HEALTH COMMITTEES made up of your representatives, management, and other specially qualified technical personnel.

10. REPORT SERIOUS ACCIDENTS involving fatalities, hospitalization of five or more employees, or property damage over \$100,000 to the Secretary of Labor within two working days of the accident.

Employee Responsibility

You must comply with your agency's occupational safety and health standards and with all its directions and actions that carry out your job safety and health program

Participation of Employees and Their Representatives

Your participation in the agency's occupational safety and health program is essential in assuring safe and healthful working conditions. You have these rights:

1. THE RIGHT OF ACCESS to copies of your agency's standards, injury and illness statistics, and procedures.
2. THE RIGHT TO COMMENT ON STANDARDS YOUR AGENCY PROPOSES to help the agency issue adequate standards
3. THE RIGHT TO ASSIST IN INSPECTIONS to assure a thorough safety and health inspection. You may tell inspectors about unsafe or unhealthy working conditions
4. THE RIGHT TO REPORT AND REQUEST INSPECTIONS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS by giving written, signed notice of the conditions to your agency safety and health officials. Your name will be kept secret if you request
5. THE RIGHT TO APPEAL if you disagree with the final disposition of unsafe or unhealthy working conditions by your agency, by complaining, in writing, to the Office of Federal Agency Safety Programs, Occupational Safety and Health Administration, U.S. Department of Labor, 3rd and Constitution Avenue, N.W., Washington, D.C. 20210.

Discrimination

If you exercise your rights under your agency's job safety and health program, you are protected from any discrimination, restraint, interference, coercion or reprisal.

Evaluation and Performance

How well you carry out your safety and health responsibilities may be a factor in your overall job evaluation

Further Information

This notice highlights the Federal employee job safety and health program. If you want more information about your agency program or its standards and procedures, the Federal law, or any other orders or regulations, contact the safety and health designee for your workplace.



Washington, D.C.
1975 OSHA 2219

Secretary of Labor
U.S. Department of Labor
Occupational Safety and Health Administration
Office of Federal Agency Safety Programs