

MICHIGAN STATE UNIVERSITY

EXPOSURE TO HEALTH RISKS/PHYSICAL DEMANDS FORM

Start date: ____/____/____ Date: ____/____/____

Employee Name: _____ DOB: ____/____/____

Department Name: _____ Job Position: _____

Department Account #: _____ Supervisor: _____

Telephone: _____ Fax: _____ E-mail: _____

Please review the Exposure to Health Risks and Physical Demands section and check appropriate risk(s). Every risk checked requires medical monitoring and /or training. The supervisor is responsible for coordinating the required initial and periodic monitoring and/or training. REVIEW RISK INFORMATION (starting on pg. 3) BEFORE CHECKING ANY BOX. This completed form must be sent in advance of medical monitoring and/or training to MSU Occupational Health, Room 123 Olin Health Center by mail, by fax to 355-0332, or as an e-mail attachment to occhealth@msu.edu with the employee's name in the subject line.

EXPOSURE TO RISKS SECTION

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 human patients in a health care setting or have potential exposure to animals or to specimens with Mycobacterium.
3. Work with animals or unfixed animal tissue.
4. Drive a university vehicle, which requires a commercial driver's license:
 - **VEHICLES:**
 - Having a gross vehicle weight or weight rating (GVWR) of 26,001 pounds or more.
 - **COMBINATION VEHICLES:**
 - Towing a trailer or other vehicles with a GVWR of 10,001 pounds or more and a gross combination weight or weight rating of 26,001 pounds or more.
 - **ANY VEHICLES:**
 - Designed or used to transport more than 8 passengers (including the driver) for compensation.
 - Designed to transport 16 or more people (including the driver).
 - Carrying hazardous materials in amounts requiring placards.
5. Drive a university vehicle that does not require a commercial driver's license but does require medical certification:
 - **VEHICLES:**
 - Have a gross vehicle weight or weight rating (GVWR) of 10,001 pounds or more but less than 26,001 pounds.
 - **COMBINATION VEHICLES:**
 - Having a combined gross vehicle weight or weight rating (GVWR) of 10,001 pounds.
6. Wear a respirator (does not include paper dust mask worn for comfort).
7. Spray or mix organophosphate or carbamate insecticides.
8. Work in noisy (at or above 85 decibels) areas.
9. Risks that have been identified by Environmental Health and Safety, such as exposure to lead, chemotherapy, formaldehyde, asbestos, etc. Please list _____
10. Physically intensive job (does not apply to student employees), complete PHYSICAL DEMANDS SECTION.
(Please see explanation of items 1-10, starting on page 3)

PHYSICAL DEMANDS SECTION

Name _____ DOB _____

<p>A. Physical Demands</p> <p>Essential function to perform job?</p>	<p>B. Time</p> <p>Task times vary but approximate (as close as possible) how many hrs/mins is each specific task performed in one 8 hour day. <i>i.e – 1-2hours or 30 min.</i></p>	<p>C. Specifics</p> <p>Lifting: Fill in finishing height. Enter <i>realistic</i> day to day weight lifted. Floor (0”), Waist(~29”), Chest (~54”), Above (>54”) Carrying: Distance covered in one effort. i.e. Loading dock to counter – <i>40 feet</i> Push/Pull: Equipment i.e. cart, dolly, etc. Team: More than one person doing activity together.</p>		<p>D. Key Job Tasks and Comments</p> <p>List the 3 most frequent or critical activities & any comments that will explain how the activities are completed. Example: lifts food cans from counter to shelf.</p>																									
<p>Lifting - <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Height of Lifting:</p> <table border="0"> <tr> <td><i>From:</i></td> <td>Finishing Height</td> <td><u>Weight</u></td> <td>Individual</td> <td>Team</td> </tr> <tr> <td>Floor</td> <td>_____</td> <td>_____ (lbs)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Waist</td> <td>_____</td> <td>_____ (lbs)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Chest</td> <td>_____</td> <td>_____ (lbs)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Above</td> <td>_____</td> <td>_____ (lbs)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		<i>From:</i>	Finishing Height	<u>Weight</u>	Individual	Team	Floor	_____	_____ (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	Waist	_____	_____ (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	Chest	_____	_____ (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	Above	_____	_____ (lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
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Above	_____	_____ (lbs)	<input type="checkbox"/>	<input type="checkbox"/>																									
<p>Carrying - <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If load weight varies indicate maximum <i>realistic</i> load required to perform <i>likely</i> job duties.</p>		<p>Individual</p> <p>Object:</p> <p>Distance Carried: _____ feet</p> <p>Load Weight: _____ (lbs)</p>	<p>Team</p> <p>Object:</p> <p>Distance Carried: _____ feet</p> <p>Load Weight: _____ (lbs)</p>																										
<p>Pushing/Pulling - <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If load weight varies indicate maximum <i>realistic</i> load required to perform <i>likely</i> job duties.</p>		<p>Surface: Flat <input type="checkbox"/> Smooth <input type="checkbox"/> Some bumps <input type="checkbox"/> Uneven <input type="checkbox"/></p> <p>Equipment push/pull: _____</p> <p>Approx’ Wheel diameter _____ inches</p> <p>Maximum Distance: _____ feet</p> <p>Load Weight: _____ lbs</p>																											
<p>Climbing - <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Realistic</i> weight being lifted.</p>		<p>Ladder (A-Frame) _____ lbs</p> <p>Stairs _____ lbs</p> <p><i>Testing will be performed only on above methods.</i></p>																											

Testing heights and weights will be performed with safety of employee in mind using NIOSH guidelines. If load and method of movement is considered to place employee at risk of injury, testing will be adjusted and documented.

EXPOSURE TO HEALTH RISK/PHYSICAL DEMANDS INFORMATION

Description of Programs and Requirements

MSU employees working in specific environments and/or performing duties as listed below must comply with medical monitoring and training program requirements as mandated by Federal and State laws, regulations, statutes, or best practices. 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 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 1-10 are applicable risks, please complete an Exposure to Health Risk/Physical Demands Form and follow the requirements described for appropriate risk.

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 ECP. The ECP is revised on an annual basis and copies of the most recent edition are available on the Environmental Health and Safety (EHS) website at www.ehs.msu.edu. 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 EHS at 355-0153.

Required monitoring/training:

- **Biological Safety Training link-http://www.orcbs.msu.edu/biological/bio_toc.htm, then click on training link.**
- **Completion of Hepatitis B surveillance sheet (only one time) received during bloodborne pathogens training. Form must be completed, sent to MSU Occupational Health, and appropriate follow up arranged within 10 days of assignment to duties involving potential exposure to bloodborne pathogens.**

2. TB risk or work within 3 feet of human patients in a health care setting or have potential exposure to animals or to specimens with Mycobacterium.

This program is designed to determine the risk of occupational exposure to Tuberculosis (TB) and/or measles, mumps, rubella, chicken pox, and pertussis.

Those with potential occupational exposure to TB must have baseline TB monitoring within first 10 days of employment or start of risk. Follow up monitoring is determined based on risk. This would apply to employees that interact closely (within 3 feet) with patients or animals suspected or confirmed with TB. This includes both human and veterinary healthcare workers. Additionally, human healthcare workers have potential risk for exposure to and/or measles, mumps, rubella, chicken pox, and pertussis. 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, student employees, 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).

Veterinary healthcare workers that have exposure potential to Mycobacterium are included in the baseline skin testing program. This would include, but is not limited to, animal diagnostic facility

employees, veterinarians, and veterinary technicians. For more information, call MSU Occupational Health at 353-9137.

Required monitoring/training:

- **Appointment at MSU Occupational Health for TB monitoring and/or to review immunization records.**

3. Work with animals or unfixed animal tissue.

This program covers those that have occupational exposure to animals or unfixed 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, call MSU Occupational Health at 353-9137.

Required monitoring/training:

- **Completion of initial animal questionnaire found at <http://www.uphys.msu.edu/forms/AnimalInitialMedQues.pdf> and send to MSU Occupational Health. Review of the questionnaire will determine additional requirements and follow up.**

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:

- **VEHICLES:**
 - Having a gross vehicle weight or weight rating (GVWR) of 26,001 pounds or more.
- **COMBINATION VEHICLES:**
 - Towing a trailer or other vehicles with a GVWR of 10,001 pounds or more and a gross combination weight or weight rating of 26,001 pounds or more.
- **ANY VEHICLES:**
 - Designed or used to transport more than 8 passengers (including the driver) for compensation.
 - Designed to transport 16 or more people (including the driver).
 - Carrying hazardous materials in amounts requiring placards.

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

Required monitoring/training:

- **Physical exam by MSU Occupational Health, call 353-9137 to arrange. Please indicate if employee works off campus.**
- **Participation in random drug screening program.**
- **Review of training packet for commercial drivers**

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:

- **VEHICLES:**
 - Have a gross vehicle weight or weight rating (GVWR) of 10,001 pounds or more but less than 26,001 pounds.
- **COMBINATION VEHICLES:**
 - Having a combined gross vehicle weight or weight rating (GVWR) of 10,001 pounds.

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

Required monitoring/training:

- **Physical exam by MSU Occupational Health, call 353-9137 to arrange. Please indicate if employee works off campus.**

6. Wear a respirator.

Any employee who works in an area or who may work in an area that requires respiratory protection must complete an initial respirator questionnaire and send it to MSU Occupational Health. The questionnaire must be reviewed by MSU Occupational Health prior to the employee being fitted for or using the respirator. Even if the respirator does NOT have to be fitted (i.e., PAPR), the employee MUST still complete the respirator questionnaire. After submitting the respirator questionnaire, the employee may sign up for a fit test at EHS. Employees who wear a dust mask for comfort (sweeping floors or erasing chalk boards) do not need to comply with the program requirements. For more information, call EHS at 355-0153.

Required monitoring/training:

- **Completion of initial respirator questionnaire, found at <http://www.uphys.msu.edu/forms/InitialRespiratorForm.pdf> and send to MSU Occupational Health. Review of the questionnaire will determine additional follow up.**
- **Sign up for respirator fit testing at: http://www.hazmat.msu.edu/Training_Courses/FMPro.**

7. Spray or mix organophosphates or carbamate insecticides (NOT herbicides).

Includes individuals that spray, handle, or potentially have significant exposure to pesticides. Examples include greenhouse workers, grounds employees and farm 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 determine if medical monitoring is appropriate.

Required monitoring/training:

- **Discussion about frequency and amount of exposure to determine if blood testing is advised.**

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

All MSU employees who work in an area that has been evaluated to be above 85 decibels should be scheduled for hearing testing by their department. Initial hearing evaluation should be completed during the next round of on-campus testing and on an annual basis. Examples include Power Plant, farm and landscape workers. If you are concerned that your area needs to be evaluated, call EHS at 355-0153 to arrange for a noise evaluation. MSU Police must have INITIAL hearing testing prior to placement, call MSU Occupational Health if help is needed to arrange.

Required monitoring/training:

- **Annual hearing testing**
- **Hearing Conservation Training available at <http://www.oeos.msu.edu/TRAIN/HCP/>**

9. If you have questions about the following exposures after reading the descriptions below, please call EHS at 355-0153.

- **Work with lead (defined as exposure at or above the action level of 30 µg/m³ for more than 30 days per year)**

This includes skilled trades engaged in aggressive activities including welding, torch cutting, or grinding on lead coatings. The EHS Lead Management Program provides more detail on this requirement and is available at:

www.ehs.msu.edu/enviro/programs_guidelines/lead/Lead_Management_Program.pdf

Required monitoring/training:

- **Annual blood lead testing arranged by calling or coming to MSU Occupational Health, 123 Olin Health Center, 353-9137.**
- **Two hour lead awareness training and annual refresher training is required. Call EHS at 355-0153 to arrange for initial training.**

- **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 0.1F/cc on a time-weighted average or those who

must wear a respirator because of asbestos exposure. Operating departments should consult with EHS to determine whether their employees are eligible for medical surveillance. To arrange for medical monitoring, call MSU Occupational Health at 353-9137. The MSU Asbestos Management plan provides more information regarding asbestos, including required training, and is available at: www.ehs.msu.edu/environ/programs_guidelines/asbestos/Asbestos_Management_Program.pdf

Required monitoring/training:

- **Annual medical monitoring at MSU Occupational Health, call 353-9137 for an appointment.**
- **Receive 8, 16, 32 or 40 hours of asbestos training as detailed in the asbestos management plan, call EHS at 355.0153 to arrange.**

- **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 EHS 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 EHS at 355-0153.

Required monitoring/training:

- **Annual medical monitoring at MSU Occupational Health**

- **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 EHS workers who pick up and consolidate hazardous waste and incinerator workers. It does not include employees that generate hazardous waste.

Required monitoring/training:

- **Annual medical monitoring at MSU Occupational Health**

- **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 EHS at 355-0153.

Required monitoring/training:

- **Annual medical monitoring at MSU Occupational Health**

- **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 EHS 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 to arrange an evaluation.

- **Work with chemotherapeutic (anti-neoplastic) medications**

This is a NON-required, voluntary program for individuals who mix or compound chemotherapeutic (anti-neoplastic) agents and/or administer the medications intravenously. Individuals who choose to participate should call MSU Occupational Health at 353.9137 to make an appointment to complete a questionnaire and have periodic blood and urine testing.

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

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

2-Acetylaminofluorene
Benzidine
3,3'-Dichlorobenzidine (and salts)
Ethyleneimine
Alpha-naphthylamine
4-Nitrobiphenyl

4-Aminodiphenyl
Bis-chloromethyl ether
4-Dimethylaminoazobenzene
Methyl chloromethyl ether
Beta-naphthylamine
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 EHS at 355-0153.

Required monitoring/training: To be determined based on evaluation by EHS and OH

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

- a. Complete the PHYSICAL DEMANDS SECTION indicating the physical demands of the job.
- b. 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.
- c. Schedule the pre-placement physical demands testing by calling MSU Occupational Health Office, 353-9137.
- d. The supervisor will be notified by fax of any restrictions by Occupational Health.
- e. If an employee is physically incapable in any essential function, the supervisor should review the restriction to see if a reasonable accommodation can be made. The supervisor should call Staffing Services in Human Resources at 353.3720 for assistance with this review. If it is determined the candidate cannot perform the essential functions of the job with an accommodation, the job offer should be withdrawn.