Chapter 3.6
Occupational health care program

1. Applicability of this chapter

You are required to follow this chapter if you work at or visit JSC. If you work at a JSC field site, follow your local procedures and requirements that meet the intent of this chapter. Paragraph 18 of this chapter also lists the responsibilities of line managers, the JSC Clinical Services Branch, JSC's Occupational Health Contractor, and JSC's Medical Clinic ("The Clinic").

2. Description of Sub-element 3.6

JSC shall have an occupational health care program that:

a. Uses licensed health care professionals to assess employee health status for prevention of, and early recognition and treatment of, illness and injury. JSC has a comprehensive occupational, preventive, and emergency medicine clinic to provide screening exams and treat illnesses and injuries.

b. Provides, at a minimum, access to employees certified in first aid and cardiopulmonary resuscitation (CPR). Emergency medical technicians are available through the JSC Clinic during normal business hours.

c. Provides physician care and emergency medical care for all shifts within a reasonable time and distance. The JSC Clinic provides physician and emergency medical care during normal business hours. Outside of normal business hours, emergency medical care is available to JSC employees at local hospitals.

3. JSC field sites

JSC field sites are responsible for providing occupational health care that meets the intent of this chapter.

Medical treatment and "Clinic First" policy

4. What to do if you or a coworker suffers an injury or illness on the job

JSC has a "Clinic First" policy. You shall seek prompt medical attention and notify your supervisor. Whenever you are involved in a mishap, seek medical treatment for the injured person, come to the "clinic first" before doing anything else. The following requirements apply:

a. Depending on the severity of the medical condition, either escort the injured or ill person to the JSC occupational medicine clinic or call the emergency numbers listed below.

Verify this is the correct version before you use it by checking the on-line version.

If you are unsure about the severity of the injury or illness, call your emergency number. Remember your emergency numbers are:

x33333 at JSC, Sonny Carter Training Facility, and Ellington Field
911 at any off-site location
x5911 at White Sands Test Facility

Reporting emergency situations is mandatory.

b. If you are a supervisor, you shall:

1. Make sure the injured or ill employee receives prompt medical care.
2. Report the mishap and support the investigation as described in Chapter 2.6 of this Handbook.
3. Work with the case management nurse to determine the work status of the injured or ill employee.
4. Assist the employee so that he or she may return to work as soon as reasonably possible.

5. If you think you've been exposed to a hazardous material or condition

Whether you notice any symptoms or not, you shall report the incident to the clinic and to your supervisor immediately. This will allow your condition to be evaluated and treated if necessary. This will also ensure that others who may have been exposed can be identified and evaluated.

6. Working outside of normal working hours

The JSC Clinic operation hours are from 0730 to 1630, Monday–Friday. If you or a coworker suffers an injury or illness outside of these hours:

a. Depending on the severity of the medical condition, either call the emergency numbers or access medical care at a local health care facility.
b. As soon as possible, report any job-related injury or illness to your supervisor and the JSC Clinic.
c. Report to the JSC Occupational Medicine Clinic for follow-up.

7. If you don't notice a job-related injury or illness until you are off duty

You shall report it to your supervisor and the JSC Occupational Medicine Clinic at the beginning of the next business day.

Verify this is the correct version before you use it by checking the on-line version.

8. If you see your own doctor or go to a hospital for a job-related injury or illness

You shall report your doctor visit to your supervisor and the JSC Occupational Medicine Clinic as soon as possible. If you are on travel or off site, call your supervisor and have him or her call the clinic.

9. Workers' compensation

For workers' compensation information:

a. Civil servants – Contact the nurse case manager at x31132. (See Attachment 3.6A, Appendix 3B.)

b. Contractor employees – Follow your company policies or contact your human resources office.

10. Moving an injured or ill person to a clinic or hospital

Depending on the severity of the medical condition of the injured or ill employee, call the emergency numbers or notify your supervisor. If the injury or illness is minor, escort the injured or ill employee to the JSC Occupational Medicine Clinic. If unsure of the severity of the medical condition, call the emergency numbers. The injured or ill employee has the right to refuse transport or any additional medical care.

11. First-aid kits

JSC has a comprehensive occupational and emergency medicine clinic that is available Monday through Friday 0730–1630 to treat minor, on-the-job injuries and illnesses. JSC requires that all injuries and illnesses be reported under our "clinic first" policy. However, supervisors may want first-aid kits in areas where there is a special need because of a specific hazard or a chemical that warrants a specific antidote be closely available. The following is JSC's policy on first-aid kits and antidotes:

a. If you believe your area requires a first-aid kit or an antidote, contact the Clinical Services Branch (SD3) at x34317 and provide a name and phone number who will serve as the point of contact (POC). SD3 will use the following guidelines to substantiate your request:

1. Do workers engage in hazardous activities on second or third shift when the JSC Clinic is closed; e.g., machine shops, printing, etc.?

2. Does the workplace have a specific chemical hazard that warrants an antidote to be close by? For example, dermal hydrofluoric acid exposure requires immediate treatment with a neutralizer such as calcium gluconate. Hydrogen cyanide gas inhalation requires immediate treatment with amyl nitrate.

3. Is the facility remote from the JSC Clinic, such as Ellington Field or the Sonny Carter Training Facility?

Verify this is the correct version before you use it by checking the on-line version.

b. If the request is approved, the Clinical Services Branch will furnish a completely stocked kit. The location, POC, and phone number will be posted on the kit.

c. The facility manager will be responsible for performing and annotating quarterly inventories and obtaining replacement supplies from the JSC Medical Supply (x37897) as required. Replace any expired, used, or damaged supplies immediately.

d. Employees who will use first-aid kits in the workplace shall be trained in the use and limitations of the first-aid supplies. First-aid supplies are for self-treatment only, except when a specific chemical antidote is needed. Someone other than the exposed employee usually applies the antidote. Employees who are required to administer antidotes may also need to be put into a bloodbourne pathogen program. Even if you use first aid in the workplace to treat a minor injury, you are still required to report to the JSC Occupational Medicine Clinic as soon as reasonably possible afterward to ensure adequate treatment.

12. Case management – returning to work after an injury or illness from your job

The following processes and requirements apply to case management:

a. At JSC, the Nurse Case Manager (x34111) will help coordinate follow-up medical treatment and return to work. After completing an assessment, the medical professionals, who include the Nurse Case Manager, determine fitness for duty. The determination will consider your private doctor's input. The determination will be lost time, restricted duty, or return to work. In special cases, arrangements can be made to accommodate the employee at home or work. This determination will be communicated to you and your supervisor, and the facts and outcome will be documented in your medical files.

b. Your supervisor and the medical and human resources offices shall be involved in the case management of your on-the-job injury or illness and successful return to work. They shall be involved in the process from the initial injury to the final return to work at 100% of your capabilities. The JSC Nurse Case Manager will work with both you and your management chain to discuss your initial diagnosis, duty status (lost time, restricted duty, or return to work), and any other information necessary to help successfully return you to work.

c. Contractors are expected to have case management personnel (Health Professionals, Human Resources, Loss Control, etc.) to help in the case management process for their employees.

d. If you work at a JSC field site, follow site-specific policies.

Medical surveillance

13. Medical surveillance

Medical surveillance includes medical screening examinations and procedures used to protect workers who may be exposed to hazardous substances or processes. It also shows that

Verify this is the correct version before you use it by checking the on-line version.

workers are physically and mentally fit to do certain hazardous or critical operations. Data gathered to establish a baseline parameter may help to recognize and treat occupational illnesses and injuries. Medical surveillance includes:

a. Identifying workers who need examination.

b. Performing and documenting those examinations.

c. Informing workers of the results.

d. Training.

e. Evaluating data for trends and sub-clinical effects of exposure.

14. Requirements for placing you in a medical surveillance program

JSC uses a "hazard-based" method to decide which jobs or operations require medical surveillance. The need for medical surveillance is based primarily on regulatory or local requirements, or exposures determined by industrial hygiene surveys. You may be required to have a physical examination because of your job, such as a painter, or because of some task you do, such as wear a respirator. You may also receive a "Fitness for duty" medical examination for specific job descriptions (such as flight controller). You shall be under medical surveillance if:

a. You could be exposed to a physical, chemical, or biological hazard at or above the action level set by OSHA or the American Conference of Governmental Industrial Hygienists (ACGIH). This is usually half of the permissible exposure limit (OSHA) or the threshold limit value (ACGIH).

b. You are required to be under medical surveillance by a standard that covers the chemical you will be working with.

c. The Clinical Services Branch decides whether you need an examination based on knowledge of the workplace, job requirements, and review of occupational history.

15. Physical examinations at JSC

JSC's medical surveillance program includes the following physical exams:

a. A ***baseline examination*** before you start work (or within the timeframe required by OSHA or NASA-specific standards) in a job that could expose you to hazardous materials to:

   1. Determine whether you are suitable for the job.

   2. Provide a baseline so medical personnel can later see any changes to your condition.

b. A ***periodic examination*** while you are working in a job that could expose you to hazardous materials.

Verify this is the correct version before you use it by checking the on-line version.

c. A ***termination examination*** when you quit your job or are permanently removed from a job that could expose you to hazardous materials. It is important to document your state of health when you leave in case you later develop medical problems that could be a result of some exposure to hazardous materials.

d. A ***certification examination*** if your job might make existing health problems worse, or if the safety of others depends on your health. These exams are critical to controlling and eliminating occupational injury and illness, and to making sure certain employees can do their hazardous jobs safely. Check the personnel requirements for your work area to see if you need a certification examination.

16. Requesting a medical screening examination

Your supervisor shall request an examination using the following process. There are some exceptions to this process, such as a Respiratory Physical. Your supervisor is current on the specific process to be used. To request a medical exam:

a. Send JSC Form 270, "Johnson Space Center, Job-Related Physicals," to the JSC Occupational Medicine Clinic, mail code SD38. JSC Form 270 is available on the JSC Homepage. The request shall include:

   1. Your name, birth date, job description, and phone number (your title and the building you normally work in would also be helpful).
   2. Your supervisor's name and mail code.
   3. Justification for the examination; identification of the toxic material you will work with, and the requirement that says you need the examination.
   4. What kind of physical examination you need from paragraph 14 of this chapter.

b. Request the physical exam a minimum of 2 months before the expiration date of the current physical (for individuals currently in the system).

c. Wait for the clinic to contact you with a scheduled appointment. The clinic will do this after the Clinical Services Branch authorizes the proper physical examination protocol and sends your request to the clinic.

d. Report to the clinic for your examination. Fill out work history and exam questionnaires for the kind of physical examination you need. It is important that you fill out all forms completely to allow the doctor to properly perform the examination. You may pick up the forms in advance and complete them before your examination if reading or writing in English is difficult for you.

17. Requirements for physical examinations

The following table lists the requirements for exams by job or duty. The Clinical Services Branch reviews the medical surveillance program periodically and may change the frequency of physical examinations for certain job descriptions based on current medical

Verify this is the correct version before you use it by checking the on-line version.

recommendations or changes to regulatory requirements. This table doesn't list all work areas and jobs that may require medical surveillance. Medical surveillance requirements change because of the age of the employee, changes in work procedures that reduce exposure to chemicals or hazards, or changes in regulations.

Job or Duty	***Baseline Exam Req'd?***	***Periodic Exam Req'd?***	***Term Exam Req'd?***	***How often?***
Test subject engaged in Level I or II tests (mandated by the Institutional Review Board); for example microgravity flyers and Crew and Thermal Systems Division (CTSD) chambers	yes	yes	yes	yearly*
NBL Working Divers	yes	yes	yes	yearly*
Lock observers	yes	yes	yes	yearly*
Self-contained atmosphere protective equipment (SCAPE) operators, closeout crew	yes	yes	yes	yearly*
Rescue personnel	yes	yes	yes	yearly
Test subjects not engaged in Level I or II tests	yes	yes	yes	every 3 years*
Pressure suit engineer or technician	yes	yes	yes	every 3 years*
Microgravity test conductors and guests	yes	yes	yes	every 3 years*
NBL Guest Divers	yes	yes	yes	every 3 years*
Chamber directors, operators, and conductors	yes	yes	yes	every 3 years*
Crane Operators/Riggers Note: Includes ground floor, remote operation, high, cabin, pulpit	yes	yes	yes	Every 2 years
Propellant handlers	yes	yes	yes	yearly
Pesticide and herbicide handlers	yes	yes	yes	yearly
Insulators	yes	yes	yes	yearly
Asbestos workers**	yes	yes	yes	yearly
Solderers for flight or ground support equipment	yes	yes	yes	yearly
Hazardous material emergency responders	yes	yes	yes	yearly

Verify this is the correct version before you use it by checking the on-line version.

Job or Duty	*Baseline Exam Req'd?*	*Periodic Exam Req'd?*	*Term Exam Req'd?*	*How often?*
Painters	yes	yes	yes	yearly
Plating shop workers or metal finishers	yes	yes	yes	yearly
Food handler	yes	yes	yes	yearly
Welders	yes	yes	yes	yearly
Metal workers: lead, cadmium, etc.	yes	hazard based	yes	***
Fuel cell operator	yes	yes	yes	yearly
Clean room worker	yes	yes	yes	yearly
Primary contact	yes	yes	yes	yearly
Flight controllers	yes	yes	yes	age less than 40 every 2 years and yearly thereafter
Primary contact (food depot)	yes	yes	yes	every 6 months
Sheet metal workers	yes	hazard based	yes	***
Class 3b and 4 laser users or workers	yes	no	yes	***
Respirator users	yes	yes	yes	****
Handling any other chemical, physical, or biological agent	***	hazard -based	***	***
Working in high-noise areas	yes	yes	yes	yearly
Hypervelocity gun operators	yes	yes	yes	yearly
Hurricane Rideout Team	yes	yes	no	yearly
Confined Space Entrants (OSHA Permitted Spaces Only)	yes	yes	no	***
Astronauts and Mission Specialists	yes	yes	yes	annually

*Pre-test physical examination given as necessary by test requirements.
**Someone who does class I, II, or III asbestos work (as defined in 29 CFR 1926.1101) for more than 30 days per year, where a "day" is more than 1 hour of work. Those who do asbestos work for less than 30 "days" a year are considered respirator users for medical surveillance.
***The Clinical Services Branch will decide.
****Age less than 35, every 5 years. Age between 35 and 45, every 2 years. Yearly thereafter.

Verify this is the correct version before you use it by checking the on-line version.

18. Responsibilities for occupational health care

Responsibilities for occupational health care are as follows:

a. If you are a ***line manager***, you are responsible for:

   1. Training your employees in JSC's "clinic first" policy.
   2. Making sure your employees know where and how to get medical treatment.
   3. Making sure your employees report all injuries or illnesses on the job to you.
   4. Making sure injured or ill employees go to the clinic.
   5. Making sure your employees know what to do when they see their own doctor or go to a hospital for a work-related injury or illness.
   6. Consulting with the Clinical Services Branch if you think you need first-aid kits for your employees.
   7. Making sure your employees have the required baseline medical examination before assigning them to a work area or job task.
   8. Making sure all your employees are current on all required medical examinations.
   9. Contacting the Clinical Services Branch before starting any new process or changing existing processes so that medical surveillance requirements can be addressed.

b. The ***Clinical Services Branch*** and ***JSC Occupational Medicine Clinic*** are responsible for:

   1. Determining fitness for duty of injured or ill employees as described in paragraph 12.
   2. Reporting all injuries and illnesses (JSC Form 340) thought to be work related to the Safety and Test Operations Division.
   3. Investigating suspected work-related illnesses and exposures.
   4. Telling the Safety and Test Operations Division if an injury or illness will prevent an employee from doing his or her job, and when an employee may return to work without restrictions.
   5. Providing physical examinations, as required, for on-site civil servant and contractor personnel.
   6. Conducting industrial hygiene evaluations of work areas to determine whether hazard-based work-related physical examinations are necessary.
   7. Making recommendations on the need for medical surveillance for new jobs.
   8. Providing trained emergency medical paramedics and ambulance services as First Responders. Backup up assistance is through a Mutual Aid arrangement with the Houston Fire Department.
   9. Assessing and treating anyone with a job-related illness or injury. Assessing and treating any medical emergency that happens on site, whether it is job related or not.

Verify this is the correct version before you use it by checking the on-line version.

10. Supporting Flight Medicine.
11. Supporting human tests with emergency response and ambulance services.

19. Safety and health records

The following records document occupational health care:

a. Center-level – The JSC Occupational Medicine Clinic shall keep treatment and exam records. This includes protecting employee medical files under the Privacy Act of 1974 and considering them privileged information.

b. Organizational-level – Line managers shall keep a current roster of employees requiring enrollment in medical surveillance and medical screening programs.

Verify this is the correct version before you use it by checking the on-line version.