

Enterprise Risk Management Standard Administrative Procedures 24.01.01.ERM.03 Occupational Health Program	07/24/13 - Effective 02/01/19 - Revised ERM - Author
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Introduction

Protecting the health and safety of employees at Texas A&M University-Kingsville (TAMUK) is crucial to the continued success of our mission. Certain occupations at TAMUK are exposed, or potentially exposed to higher hazards and risk of adverse health conditions. The TAMUK Occupational Health Program (OHP) is intended to identify those employees to be included in the OHP and through proper risk assessment, medical surveillance, treatment, and training provide the necessary preventative measures to ensure a safe and healthy work environment at no cost to the employee.

Purpose

This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

Procedures and Responsibilities

1. STANDARD ADMINISTRATIVE PROCEDURE

- a. Texas A&M University-Kingsville Occupational Health Program enrollment is required for all individuals who work directly or indirectly with patients, human tissues or wastes; pathogens; animals, animal tissues or wastes; those who are identified in the TAMUK Bloodborne Pathogens Exposure Control Plan as Category 1 employees; and employees who are identified as requiring respiratory protection.
- b. The Occupational Health Program is intended to be a preventative program, designed to protect those enrolled employees to the extent possible based on their occupational exposures and offer post exposure consultation services should an exposure occur.
- c. The Occupational Health Program is not intended to replace the requirements for injury reporting as specified in the TAMUK Worker's Compensation procedures. Should an injury or exposure occur, those enrolled in the Occupational Health Program must follow the first report of injury procedures.

2. RESPONSIBILITIES

- 2.1 TAMUK Enterprise Risk Management (ERM) is responsible for the following:
- a. Negotiating and maintaining contracts with local Occupational Health Providers for Occupational Health Program services.
 - b. Receiving and processing payments for services rendered.
 - c. Billing responsible departments for payments made.
 - d. Providing necessary authorization to receive services needed.
 - e. Coordinate with Human Resources for the maintenance and retention of enrollment records.
 - f. Annual notification of participants to complete annual OHP Questionnaire.
 - g. Coordinating with the TAMUK Office of Research Compliance and Biosafety and affiliated IACUCs to ensure OHP compliance of researchers.
 - h. Conducting periodic audits of training records to ensure persons are receiving training appropriate to the specific hazards for which they have the potential for exposure.
 - i. Conducting periodic audits of enrollment to ensure those required to be enrolled are aware of the OHP offered services.
 - j. Assisting with developing safe and compliant Standard Operating Procedures to reduce risk.
 - k. Assisting with and reviewing risk assessments for determining a person's level of participation in the OHP.
 - l. Conducting routine workplace safety inspections to identify safety issues needing corrective action; compiling and distributing reports; and conducting follow-up inspections to ensure items have been corrected in a timely manner.
- 2.2 TAMUK Deans, Directors, and Department Heads shall be responsible for:
- a. Notifying Principal Investigators and Supervisors of their primary responsibility to ensure a safe work environment for themselves and anyone entering their work area.
 - b. Actively supporting the Occupational Health Program within individual units by ensuring individuals working within areas under their control has the appropriate resources to implement the procedures.
 - c. Reimbursing the Occupational Health Program for bills paid on behalf of the employee's department for services rendered under the program..

- 2.3 Principle Investigators/Supervisors shall be responsible for implementing procedures in accordance with this program to include:
- a. Ensuring all eligible persons working in their area are enrolled and are in compliance with the OHP.
 - b. The disclosure of all chemical, biological, and physical hazards associated with working in their area to ensure proper risk assessment.
 - c. Assisting those working in their area in completing the OHP Risk Assessment form.
 - d. Notifying ERM by updating the associated risk assessment and notifying HR by updating the position description when job duties change.
 - e. Developing SOPs to help mitigate risk associated with the hazards in their area.
 - f. Ensuring those working in their area are trained in the hazards and proper safety procedures specific to the work environment.
 - g. Maintaining documentation of hazard specific training.
 - h. Ensuring corrective actions are taken to address safety issues identified during safety inspections.
 - i. Reporting all work related injuries or illnesses to the HR and Enterprise Risk Management Office within 24 hours of being notified of the incident. The appropriate form can be found at:
<http://www.tamuk.edu/finance/risk/Safety/Incident1.html>
- 2.4 Enrollees in the Occupational Health Program shall be responsible for:
- a. Accurately completing and submitting required OHP forms.
 - b. Attending and completing all required training.
 - c. Following all Standard Operating Procedures and safety recommendations.
 - d. Using proper PPE.
 - e. Notifying the Occupational Health Provider of any changes in personal health that may be impacted by their work environment.
 - f. Following the recommendations of the Occupational Health Provider.
 - g. Scheduling and attending appointments with the Occupational Health Provider.
 - h. Reporting any work related injuries or illnesses to their supervisor within 24 hours of the incident.
- 2.5 The Occupational Health Provider shall be responsible for providing services to include:
- a. Review of risk assessment and medical history forms to determine what services are required.
 - b. Contacting enrollees to schedule appointments when applicable.
 - c. Performing physical examinations.

- d. Administering any recommended immunizations, test, etc.
- e. Providing initial post exposure consultation, treatment, and follow-up on occupational injuries and illnesses.
- f. Perform respirator fit testing.

Related Statutes, Policies, Rules or Requirements

[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

[Code of Federal Regulations, Title 10, Part 20](#)

[Code of Federal Regulations, Title 29, Part 1910](#)

[Public Health Service Policy on Humane Care and Use of Laboratory Animals](#)

[Guide for the Care and Use of Laboratory Animals](#)

[Occupational Health and Safety in the Care and Use of Research Animals](#)

[Biosafety in Microbiological and Biomedical Laboratories](#)

[Guidelines for Protecting the Safety and Health of Health Care Workers](#)

Definitions

Refer to above references for any applicable definitions.

Contact Office

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