

24.01.01.C0.02 Occupational Health Program



Revised: November 25, 2019

Next Scheduled Review: November 25, 2024

[Revision History](#)

Procedure Summary

Certain occupations at Texas A&M University-Corpus Christi (TAMU-CC) are exposed, or potentially exposed, to higher hazards and risk of adverse health conditions. This procedure identifies those individuals to be included in an Occupational Health Program (OHP) and outlines the requirements established by system policy 24.01, *Risk Management* and system regulation 24.01.01, *Risk Management Programs*. Proper risk assessment, medical surveillance, treatment, and training will provide the necessary preventative measures for a safe and healthy work environment at no cost to participants in the OHP.

Procedure

1. GENERAL

- 1.1. Enrollment in the OHP at TAMU-CC is required for all individuals who work directly or indirectly with patients, human tissues or wastes, pathogens, animals, or animal tissues or waste.
- 1.2. The OHP is intended to be a preventative program, designed to protect the enrollees to the extent possible based on their occupational exposures and offers post-exposure consultation services should an exposure occur.
- 1.3. The OHP does not replace the requirements for injury reporting as specified in the TAMU-CC Worker's Compensation process. Should an injury or exposure occur, the employee's supervisor must submit the online First Report of Injury. Additional information on the process and the online form are located on the Human Resources website and in the Appendix section of this procedure.
- 1.4. Should a non-TAMU-CC employee incur an injury, any employee who was involved in, observed, or discovered the incident must complete the

Incident/Injury Report for Non-TAMU-CC Employees form and submit it to the Environmental, Health & Safety (EHS) office. The appropriate form is located on the EHS website and in the Appendix section of this procedure.

- 1.5. For immediate assistance involving an injury, call the University Police Department at 361-825-4444.

2. RESPONSIBILITIES

- 2.1. EHS will be responsible for managing the OHP by:

- 2.1.1. Creating purchase orders and receiving items for services associated with the OHP;

- 2.1.2. Retaining enrollment records;

- 2.1.3. Notifying OHP participants to complete the Annual Enrollment form to continue participation in the OHP;

- 2.1.4. Coordinating with the Office of Research Compliance (ORC) in conjunction with the Institutional Biosafety Committee (IBC) and the Institutional Animal Care and Use Committee (IACUC) to ensure OHP compliance by enrollees;

- 2.1.5. Conducting periodic audits of training records to ensure compliance with the OHP;

- 2.1.6. Assisting with development of safety and compliance standard operating procedures;

- 2.1.7. Reviewing risk assessments with appropriate committees; and

- 2.1.8. Documenting and following up of workplace safety inspections.

- 2.2. The ORC will be responsible for:

- 2.2.1. Posting relevant information about the OHP and/or providing web links to the OHP website;

- 2.2.2. Notifying EHS of all new Animal Use Protocols (AUPs) or Biohazardous Use Protocols (BUPs), amendments to personnel, and a continuing review of an existing protocols; and

- 2.2.3. Supplying EHS with all protocol completion reports and annual renewals submitted for AUPs and BUPs.
- 2.3. Deans, directors, and department heads will be responsible for:
 - 2.3.1. Notifying principal investigators and supervisors of their primary responsibilities to ensure a safe work environment for themselves and anyone entering their work area; and
 - 2.3.2. Supporting the OHP actively within individual units by ensuring those working under their control have the appropriate resources to implement their processes.
- 2.4. Principal investigators and supervisors will be responsible for implementing processes in accordance with this program to:
 - 2.4.1. Ensure all eligible workers in their areas are enrolled and in compliance with the OHP;
 - 2.4.2. Disclose all chemical and biological usage in the laboratories annually to ensure proper risk assessment. A chemical and/or biohazard inventory must be submitted to EHS before the beginning of each research activity; and annually by April 1st thereafter until the research project ends.
 - 2.4.3. Assist those working in their area with the completion of the OHP annual enrollment;
 - 2.4.4. Notify the ORC of any update to risk assessments, job duties, or personnel changes;
 - 2.4.5. Develop laboratory standard operating procedures to mitigate risk associated with the hazards;
 - 2.4.6. Ensure workers are trained in the hazards and safety guidelines specific to their work environment;
 - 2.4.7. Maintain documentation of hazard-specific training; and
 - 2.4.8. Submit the First Report of Injury or the Incident/Injury Report for Non-TAMU-CC Employees in the case of an accident.
- 2.5. Enrollees in the OHP will be responsible for:

- 2.5.1. Accurately completing and submitting required OHP forms;
 - 2.5.2. Attending and completing all required training;
 - 2.5.3. Following standard operating procedures and safety requirements;
 - 2.5.4. Using proper personal protective equipment;
 - 2.5.5. Notifying the Occupational Health Provider of any changes in personal health that may be affected by their work environment;
 - 2.5.6. Following recommendations of the Occupational Health Provider;
 - 2.5.7. Scheduling and attending appointments with the Occupational Health Provider; and
 - 2.5.8. Reporting accidents to their supervisor who will complete the First Report of Injury or the Incident/Injury Report for Non-TAMUCC Employees. For immediate assistance involving an injury call the University Police Department at 361-825-4444.
- 2.6. The Occupational Health Provider will be responsible for providing contracted services by:
- 2.6.1. Reviewing risk assessment and medical history forms to determine required services and recommendations on preventative care;
 - 2.6.2. Contacting enrollees to schedule appointments when applicable;
 - 2.6.3. Referring enrollees to a physician for physical examinations, recommended immunizations, tests, etc.;
 - 2.6.4. Providing initial post-exposure consultation, treatment, and follow-up on occupational injuries and illnesses; and
 - 2.6.5. Referring enrollees for respirator fit testing.

Related Statutes, Policies, or Requirements

[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](#)
System Policy [24.01, Risk Management](#)
System Regulation [24.01.01, Health and Safety](#)

Appendix

[Worker's Compensation Process and Injury Reporting](#)
[Incident/Injury Report for Non-TAMU-CC Employees](#)

Contact Office

Contact for clarification and interpretation: Environmental, Health & Safety
(361) 825-5555