34.01.01.C0.02 Occupational Health Program

Revised: September 23, 2024
Next Scheduled Review: September 23, 2029
Revision History

Procedure Summary

Certain occupations at Texas A&M University-Corpus Christi (TAMU-CC) may be 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 *34.01, Environment, Safety and Security* and system regulation *34.01.01, Health and Safety 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.

Definitions

Fieldwork: Any work, study, or research approved by TAMU-CC and conducted by faculty, staff, or students at a site other than the TAMU-CC campus. This includes approved alternate work locations.

Procedure

1. GENERAL

    1.1. Enrollment in the OHP at TAMU-CC is required for all individuals who work directly or indirectly with patients, pathogens, animals, or human/animal bodily fluids, 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. The OHP also includes post-exposure consultation services should an exposure occur.

2. INJURY REPORTING

    2.1. 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 report the incident via Origami. Additional information on the process is located on the Environmental, Health and Safety (EHS) website and in the Appendix section of this procedure.

2.2. Should a non-TAMU-CC employee incur an injury, any employee who was involved in, observed, or discovered the incident must report it via Origami.

2.3. For immediate assistance involving an injury, call the University Police Department at 361.825.4444.

3. RESPONSIBILITIES

3.1. EHS is responsible for:

3.1.1. Managing the OHP;

3.1.2. Creating purchase orders and receiving items for services associated with the OHP. The OHP will fund the contract with the Occupational Health Provider (Provider) and any vaccinations or examinations that are required;

3.1.3. Retaining enrollment records;

3.1.4. Notifying OHP participants to complete the annual enrollment form to continue participation in the OHP;

3.1.5. Supply the recommendations of the Provider to the enrollee;

3.1.6. Assist the enrollee in scheduling services recommended by the Provider;

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

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

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

3.1.10. Reviewing risk assessments with appropriate committees; and

3.1.11. Documenting and following up on workplace safety inspections.

3.2. The ORC is responsible for:

3.2.1. Posting relevant information about the OHP and/or providing links to the OHP website;

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

3.2.3. Supplying EHS with all protocol completion reports and renewals for AUPs and BUPs.

3.3. Deans, directors, and department heads are responsible for:

3.3.1. Notifying principal investigators and supervisors of their primary responsibilities to ensure a safe work environment for themselves and anyone entering their work area(s); and

3.3.2. Supporting the OHP actively within individual units by ensuring those working under their supervision have the appropriate resources to implement their processes.

3.4. Principal investigators and supervisors are responsible for:

3.4.1. Implementing processes in accordance with the OHP;

3.4.2. Ensuring all eligible workers in their areas are enrolled and in compliance with the OHP;

3.4.3. Disclosing 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 November 1st thereafter until the research project ends.

3.4.4. Assisting those working in their area(s) with the completion of the OHP annual enrollment;

3.4.5. Notifying the ORC of any updates to risk assessments, job duties, or personnel changes;

3.4.6. Developing protocol-specific laboratory standard operating procedures to mitigate risks associated with the hazards, including fieldwork (if applicable) in accordance with the Fieldwork Safety Manual (see Appendix);

3.4.7. Ensuring workers are trained in the hazards and safety guidelines specific to their work environment, including fieldwork (if appliable) in accordance with the Fieldwork Safety Manual;

3.4.8. Maintaining documentation of hazard-specific training; and

3.4.9. Reporting all incidents/accidents, including those occurring during fieldwork, via Origami as soon as reasonably possible.

3.5. Enrollees in the OHP are responsible for:

3.5.1. Accurately completing and submitting required OHP forms;

3.5.2. Attending and completing all required training;

3.5.3. Following standard operating procedures and safety requirements;

3.5.4. Using proper personal protective equipment;

3.5.5. Notifying the Provider of any changes in personal health that may affect others within their work environment;

3.5.6. Scheduling and attending appointments recommended by the Provider; and

3.5.7. Reporting accidents to their supervisor who will report the incident via Origami.

3.6. The Provider is responsible for:

3.6.1. Providing contracted services;

3.6.2. Reviewing risk assessment and medical history forms to determine required services and recommendations on preventative care;

3.6.3. Providing initial post-exposure consultation, treatment, and follow-up on occupational injuries and illnesses; and

3.6.4. 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 *34.01, Environment, Safety and Security*
System Regulation *34.01.01, Health and Safety Programs*

This procedure supersedes:

- *24.01.01.C0.02, Occupational Health Program*

Appendix

Fieldwork Safety Manual
Hazardous Waste Management Program
Incident Reporting (via Origami)

Contact Office

Contact for clarification and interpretation:	Environmental, Health and Safety 361.825.5555