Medical Evaluations, Employment-Related

Title: Medical Evaluations, Employment-Related
Publication date: 1/2/2011
Effective date: 7/7/2010

BRIEF

Policy Summary
Berkeley Lab offers or requires medical evaluations prior to employment, before certain job transfers, and at the termination of employment.

Who Should Read This Policy
All Laboratory employees and supervisors

To Read the Full Policy, Go To:
The POLICY tab on this wiki page

To Read the EH&S Program Details, Go To:
- Preplacement and Job Transfer Examinations
- Termination Examinations

Contact Information
For assistance with preplacement, job transfer, and termination medical evaluations, contact the:

Laboratory Medical Director
Pedro Estacio, MD
PLEstacio@lbl.gov

or

Health Services Program Manager
Sue Broadway
(510) 486-6266
scbroadway@lbl.gov

Policy
Title: Medical Evaluations, Employment-Related
Publication date: 1/2/2011
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POLICY

A. Purpose
In accordance with Department of Energy (DOE) regulations, Lawrence Berkeley National Laboratory (Berkeley Lab) offers or requires medical evaluations prior to employment, before certain job transfers, and at the termination of employment.

B. Persons Affected
All Berkeley Lab employees and supervisors

C. Exceptions

None

D. Policy Statement

1. **Preplacement Medical Evaluations:** After accepting an offer of employment at the Laboratory, new employees are required to undergo a targeted medical evaluation to ascertain their ability to perform the essential duties of their position. These evaluations are tailored to the job demands, as described by the supervisor.

2. **Job-Transfer Medical Evaluations for Jobs with New Physical Demands:** Employees transferring to a position with new physical demands must undergo a medical evaluation to determine whether they are capable of meeting the new position’s essential duties.

3. **Termination Medical Evaluations (Optional):** Employees terminating employment at Berkeley Lab, including through retirement, shall be offered a medical evaluation to determine whether exposures at the Laboratory may have caused adverse health effects.

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly Hired Employees</td>
<td>Attend the medical evaluation at the Health Services facility, or make alternate arrangements approved by the Laboratory Medical Director</td>
</tr>
<tr>
<td>Current Employees Seeking Job Transfer to Job with New Physical Demands</td>
<td>Attend the medical evaluation at the Health Services facility, or make alternate arrangements approved by the Laboratory Medical Director</td>
</tr>
<tr>
<td>Retiring and Terminating Employees</td>
<td>Receive the offer of a termination medical evaluation from Health Services and contact Health Services if an evaluation is desired</td>
</tr>
</tbody>
</table>
| Supervisors and Work Leads                   | • Complete the Job Demands form prior to posting a job requisition  
                                                  • Instruct the successful candidate to schedule a medical evaluation  
                                                  • Receive and comply with prescribed work restrictions, if any |
| Human Resources                               | • Posts job demands along with job requisitions on the Berkeley Lab Careers site  
                                                  • Prepares the job-offer letter describing the condition for successfully passing the medical evaluation  
                                                  • Assists the selected candidate in arranging a medical evaluation  
                                                  • In a timely manner, provides Health Services the names and contact information of employees subject to medical evaluations, as described above |

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Job-related Medical Evaluation</td>
<td>A medical evaluation tailored to the essential functions of the prospective position. This evaluation may or may not include a health history, physical examination, medical testing, or functional capacity testing, etc.</td>
</tr>
<tr>
<td>Preplacement</td>
<td>A time period between the time of accepting a job offer and before placement into a new job</td>
</tr>
<tr>
<td>Transfer Medical Evaluations for Jobs with New Physical Demands</td>
<td>Relevant to job transfers, this evaluation trigger occurs when the new job has new or different physical demands from the prior Berkeley Lab position.</td>
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</table>

G. Recordkeeping Requirements

Health Services maintains:

- Confidential medical records of evaluated employees
- Records of permanent work restrictions

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Other Reference</th>
<th>Title</th>
<th>Type</th>
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J. Revision History

<table>
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<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
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<tr>
<td>1/2/2012</td>
<td>1</td>
<td>P. Lichty</td>
<td>Rewrite for wiki</td>
<td>all</td>
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DOCUMENT INFORMATION

Title: Medical Evaluations, Employment-Related

Document number 2.13.003.000
Revision number 1
Publication date: 1/2/2012
Effective date: 2/15/2007
Next review date: 1/2/2013
Policy Area: Health Services
RPM Section (home) Human Resources
RPM Section (cross-reference) none
Functional Division EH&S
Prior reference information (optional) PUB-3000, Chapter 3, Sections 3.6 and 3.8

Source Requirements Documents

• 10 CFR 851, Appendix A, Section 8, (g)(2)(i), Worker Health and Safety Program; Occupational Medicine Section; Worker Health Evaluations
Related Berkeley Lab Policies

- Health Services Overview, 02.13.002.000
- Medical Separation Policy, 02.12.002.000
- Medical Return-to-Work Policy, 02.07.026.000
- Workers' Compensation Policy, 02.06.008.000

Implementing Documents

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<thead>
<tr>
<th>Document Number</th>
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<tr>
<td>02.13.003.001</td>
<td>PUB-3000, Chapter 3, Section 3.6</td>
<td>Preplacement and Job Transfer Examinations</td>
<td>Program</td>
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<td></td>
<td>PUB-3000, Chapter 3, Section 3.8</td>
<td>Termination Examinations</td>
<td>Program</td>
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<td>Program</td>
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<td>07.07.004.001</td>
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<td>Biosafety</td>
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<td>07.07.022.001</td>
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<td>Non-ionizing Radiation</td>
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<td>07.07.005.001</td>
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<td>Chemical Safety Hazards and Controls</td>
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<td>07.07.002.001</td>
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<td>Asbestos Hazards and Controls</td>
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<td>07.07.019.001</td>
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<td>Lead Hazards and Controls</td>
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<td>Beryllium Hazards and Controls</td>
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<td>07.07.032.001</td>
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<td>Respiratory Protection</td>
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<td>07.07.013.001</td>
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<td>Exposure Assessment</td>
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<td>07.07.025.001</td>
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<td>Forklifts and Other Powered Industrial Trucks</td>
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<td>07.07.008.001</td>
<td></td>
<td>Cranes, Hoisting, and Rigging Safety</td>
<td>Program</td>
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</table>

Other References

- DOE G 440.1-8, Implementation Guide for Use with 10CFR Part 851, Worker Safety and Health Programs, Section 3.6.8.5.1, Types of Exams

Lawrence Berkeley National Laboratory. The official or current version is located in the online LBNL Requirements and Policies Manual. Printed or exported versions are not official. Users are responsible for working with the latest approved revision.