



Introduction to Occupational Medicine

IOWA STATE UNIVERSITY

Environmental Health and Safety Statement

Iowa State University strives to be a model for environmental, health and safety excellence in teaching, research, extension, and the management of its facilities. In pursuit of this goal, appropriate policies and procedures must be developed and followed to ensure this community operates in an environment free from recognized hazards. Faculty, staff and students are responsible for compliance with established policies and are encouraged to enculturate practices that ensure safety, protect health and minimize the institution's impact on the environment.

As an institution of higher learning, Iowa State University

- fosters an understanding of and a responsibility for the environment;
- encourages individuals to be knowledgeable about environmental, health and safety issues that affect their discipline;
- shares examples of superior environmental health and safety performance with peer institutions, the State of Iowa and the local community.

As a responsible steward of facilities and the environment, Iowa State University

- strives to provide and maintain safe working environments that minimize the risk of injury or illness to employees, students and the public;
- continuously improves operations, with the goal of meeting or exceeding required and applicable environmental, health and safety regulations, rules, policies, or voluntary standards;
- employs innovative strategies of waste minimization and pollution prevention to reduce the use of toxic substances, promote reuse, and encourage the purchase of renewable, recyclable and recycled materials.

The intent of this statement is to promote environmental stewardship, protect health, and encourage safe work practices within the Iowa State University community. The cooperative efforts of the campus community to remain mindful of these goals will ensure that Iowa State University continues to be a great place to live, work and learn.



Dr. Steven Leath
President

DIRECTORY OF SERVICE PROVIDERS

Emergency Response: 911

Iowa State Occupational Medicine office

G11 Technical Administration Services Facility
Appointment Scheduling/General Information: 294-2056

McFarland Clinic Occupational Medicine Department

(Ames-area Iowa State workers compensation provider)

1215 Duff Ave.
239-4496

Open Monday and Tuesday in the am. Wednesday through Friday
8:00 a.m. to 5:00 p.m.

<http://www.mcfarlandclinic.com/specialties/occupational-medicine/locations/>

Iowa State Workers Compensation Office

3210 Beardshear Hall
294-3753

<http://www.hrs.iastate.edu/hrs/node/31/>

Iowa State Environmental Health and Safety Department

2809 Daley Drive / 3660

General Information: 294-5359

Iowa State University Occupational Medicine Program

[EH&S Forms website](#)

[EH&S Online Learning Center](#)

WHAT IS THE IOWA STATE UNIVERSITY OCCUPATIONAL MEDICINE PROGRAM?

Iowa State University recognizes a strong obligation to provide a safe workplace for all personnel. The Iowa State University Occupational Medicine Program is designed to minimize personnel health risks from working with hazardous materials through monitoring and prevention. The program is also intended to enhance the efficiency of existing safety and health programs and keep the university in compliance with all applicable regulations. The Department of Environmental Health and Safety (EH&S) coordinates the participation of Iowa State University personnel in the program. All Iowa State University personnel, including part-time and student workers, are encouraged to participate in the Iowa State University Occupational Medicine Program, which is provided at no charge.



How do new personnel become involved in the program?

All new personnel who may be exposed to hazards in the workplace must complete a Hazard Inventory for Occupational Medical Surveillance at the beginning of their employment. The [Hazard Inventory form](#) can be downloaded from the Forms page of the EH&S website. This form must

be reviewed by a supervisor and submitted to EH&S.

Following receipt of the [Hazard Inventory](#) by EH&S, personnel with workplace hazards requiring medical monitoring will be sent a questionnaire titled "Hazard Information Request". This questionnaire is sent to the individual to further evaluate the extent of potential exposure to hazards. This questionnaire should be discussed between the individual and his or her supervisor and returned to EH&S. EH&S will use this information to determine the need for enrollment in the Iowa State University Occupational Medicine Program.

If it is determined that the individual's workplace hazards do require medical monitoring, the individual will receive a notice requesting that he or she call the Iowa State University Occupational Medicine office to schedule an appointment for a baseline medical review. If the individual's workplace hazards do not require medical monitoring, he or she will not receive further communications regarding the Iowa State University Occupational Medicine Program.

What happens during baseline and periodic medical reviews?

When an individual is new to the Occupational Medicine Program, a baseline medical review is performed, and may include the following:

- review of workplace history and hazard evaluation
- general physical examination
- blood and urine tests
- vision and hearing tests
- pulmonary function test
- immunizations if needed
- referral for any special tests if needed, such as chest x-rays or laser eye exams

Periodic medical review

A periodic medical review will ensure that tests and immunizations specific to an individual's workplace hazards are current. If an individual feels there is a need for other testing or a more extensive physical examination for a work-related problem, he or she should discuss this with the Iowa State University Occupational Medicine Physician.

Periodic medical reviews only apply to personnel exposed to hazards covered under OSHA or other applicable regulations. Once the department has submitted a Hazard Inventory and the individual has had an initial medical review, he or she will receive a notice prior to further medical reviews.

Re-examination for specific problems

Individuals with existing or developing health problems may be re-examined or referred to their personal physicians, as determined by the Iowa State University Occupational Medicine Physician.

Specific workplace hazards with special requirements

Certain jobs have inherent risks requiring more extensive medical review by the Iowa State University Occupational Medicine office. These specialized workplace hazards will receive specific considerations during the medical review. They include, but are not limited to, the following:

- animal caretaking
- respirator use
- potential human blood, body fluid or tissue exposure
- potential rabies virus exposure
- high-level noise exposure
- cholinesterase-inhibiting pesticide exposure

Serum storage

Many personnel on campus have duties that may result in exposure to infectious disease agents. It is recommended that personnel in these positions have a blood sample collected every five years as part of the Iowa State University Occupational Medicine Serum Storage Program. The sample provides a baseline for testing in the event that an infection is contracted in the workplace.

Vaccinations

Personnel with duties that may result in exposure to infectious disease agents must be offered the choice of receiving a vaccination (if available) and must be informed of the risks associated with the vaccination. The Iowa State University Occupational Medicine office generally administers these vaccinations, which are provided at no cost to the individual. The individual's department, however, may be assessed a charge for the service.

What happens if I change jobs or my workplace hazards change?

In a university setting, job requirements often change for various reasons such as a transfer to a new department or new job duties within the same department. Each department supervisor is responsible for evaluating duty changes and ensuring that personnel complete a new [Hazard Inventory](#) before new job hazards are encountered.

I am leaving the university. What do I do?

When an individual participating in the Iowa State University Occupational

Medicine program leaves the university, a separation medical review will be offered. This examination will typically consist of the same procedures followed in the baseline medical review. The individual's department is responsible for scheduling this appointment.

What do I do if I become injured, exposed or ill while at work?

All personnel seeking treatment for work-related injuries, illnesses or exposures should notify their supervisors as soon as possible.

Medical care

In the event of a life-threatening emergency, call 911 for emergency response service. Affected personnel will be transported to Mary Greeley Medical Center. In addition, the department supervisor should be notified as soon as possible.

The McFarland Clinic Occupational Medicine Department is the workers compensation provider for Ames-area Iowa State University personnel. The clinic provides evaluation, treatment and consultation for Iowa State University personnel with work-related injuries, illnesses and exposures. Potential bloodborne pathogens exposure also requires immediate attention from the McFarland Clinic Occupational Medicine Department for a post-exposure evaluation. Supervisors should call the McFarland Clinic Occupational Medicine Department at 239-4496 to schedule initial medical appointments for personnel reporting non-emergent work-related injuries, illness or exposures.

The Iowa State University Occupational Medicine Office and Thielen Student Health Center should not be used by university personnel for treatment of work-related injury, illness or exposure. Thielen Student Health Center should be used by students with non-work related afflictions; the Iowa State University Occupational Medicine Office is intended for preventive medical monitoring of personnel.

Minor injuries may be handled with first aid kits, which should be available in all work areas.

Exposure monitoring

EH&S is available to conduct occupational exposure monitoring whenever a possible exposure or potential health hazard is suspected in the work environment. If an individual and/or a department supervisor feel the individual's work is affecting his or her health, EH&S will assist the department in modifying the work conditions to ensure a safe work environment. This may require the coordination of efforts and sharing of information between the individual's department, EH&S and a physician who will all work together to assess the health risk and evaluate the workplace.

Reporting requirements

All accidents and injuries occurring at work or in the course of employment must be reported to the individual's supervisor, even if no medical attention is required.

- The [First Report of Injury Form](#) (FROI) must be completed, reviewed and electronically submitted through AccessPlus submitted to Human Resource Services (HRS) within 24 hours of being notified of the incident. The employee may complete the FROI but supervisors must review, approve and electronically submit the FROI. The FROI includes accident investigation information that will accurately record the events surrounding the incident and determine corrective actions.

Is training available?

Yes. Personnel who work under hazardous conditions or with hazardous substances are required to be informed of the types and levels of hazards to which they are exposed. They must be trained in practices for the safe use of chemical, biological, radiological, and physical hazards, and for handling emergency situations. This training and information must be provided when the individual is initially assigned, or prior to assignments involving new workplace hazards. Departments, and ultimately supervisors, are responsible for ensuring that appropriate information and training have been provided to personnel. Information on safety training courses provided by EH&S is available through the [EH&S Online Training Center](#) or information is available by calling EH&S at 294-5359.

Additionally, on-site training and/or consultation is available to assist Iowa State supervisors and personnel in managing issues related to workers' compensation. Call the [Iowa State Workers' Compensation Office](#) at 294-7083.