

<b>JSC Safety and Health Requirements</b>	JPR No.	<b>1700.1</b>
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## **Chapter 3.6 Occupational Healthcare Program**

### **3.6.1 Applicability of this chapter**

You are required to follow this chapter if you are a JSC Team Member. Paragraph 3.6.18 of this chapter also lists the responsibilities of JSC managers, Occupational Health and JSC’s Medical Clinic (“The JSC Clinic”).

NOTE: If you work at a JSC field site, follow local procedures and requirements meeting the intent of this chapter.

### **3.6.2 JSC’s Occupational Healthcare Program**

3.6.2.1 JSC has an occupational health care program that:

- a. Uses licensed health care professionals to assess employee health status for prevention of, and early recognition and treatment of, illness and injury. JSC has a comprehensive occupational, preventive, and emergency medicine clinic to provide screening exams and treat illnesses and injuries.
- b. Provides, at a minimum, access to employees certified in first aid and cardiopulmonary resuscitation (CPR). Emergency medical technicians are available through the JSC Clinic during normal business hours.
- c. Provides physician care and emergency medical care for all shifts within a reasonable time and distance. The JSC Clinic provides physician and emergency medical care during normal business hours. Outside of normal business hours, emergency medical care is available to JSC employees from Houston Fire Department and at local hospitals.

### **3.6.3 JSC field sites**

JSC field sites are responsible for providing occupational health care meeting the intent of this chapter.

### **3.6.4 What to do when someone suffers an injury or illness at JSC**

3.6.4.1 When an injury or illness occurs, seek prompt medical treatment for the injured or ill person and notify supervision as soon as possible. The following requirements apply:

- a. JSC has a “Clinic First” policy. JSC Team Members are required to report to the clinic for injuries and illnesses during normal business hours unless the injury or illness prevents them.
- b. Depending on the severity of the medical condition:
  - (1) If the injury is minor and the injured person can walk, escort them to the JSC Clinic.
  - (2) If the injury or illness appears major or the person can’t walk, call the emergency numbers listed below.

NOTE: The injured or ill employee has the right to refuse transport or any additional medical care.

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Emergency numbers are: x33333 or (281) 483-3333 at JSC, Sonny Carter Training Facility, and Ellington Field  
x5911 at White Sands Test Facility  
911 at any off-site location

c. Supervisors shall:

- (1) Make sure the injured or ill employee receives prompt medical care.
- (2) Report the injury and support the investigation as described in Chapter 2.6.
- (3) Work with the Case Management Nurse to determine the work status of the injured or ill employee.
- (4) Assist the employee so he or she may return to work as soon as reasonably possible.

**3.6.5 If you think you’ve been exposed to a hazardous material or condition**

Whether you notice any symptoms or not, you shall report the incident to your supervisor and report to the JSC Clinic immediately. This will allow your condition to be evaluated and treated if necessary.

**3.6.6 Working outside of normal working hours**

3.6.6.1 The JSC Clinic operation hours are from, 0730 to 1630, Monday–Friday. If someone suffers an injury or illness outside of these hours:

- a. Depending on the severity of the medical condition, either call the emergency numbers or access medical care at a local health care facility.
- b. As soon as possible, report the injury or illness to the responsible supervisor and the JSC Clinic.
- c. Report to the JSC Clinic for follow-up.

**3.6.7 If you don’t notice a job-related injury or illness until you are off duty**

You shall report the injury or illness to your supervisor and the JSC Clinic at the beginning of the next business day.

**3.6.8 If you see your own doctor or clinician or go to a hospital for a job-related injury or illness**

You shall report visits to your own doctor, clinician, or hospital for job-related injuries and illnesses to your supervisor and the JSC Clinic as soon as possible. If you are on travel or off site, call your supervisor and have him or her call the clinic.

**3.6.9 Workers’ compensation information**

- a. **Civil servants.** Contact the Nurse Case Manager at x34111. (See Chapter 6 of NPR 1800.1 and Attachment 3.6A, Appendix F.)
- b. **Contractor employees.** Follow your company policies or contact your human resource office.

**3.6.10 First-aid kits**

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3.6.10.1 JSC has a comprehensive occupational and emergency medicine clinic available Monday through Friday, 0730–1630, to treat minor, on-the-job injuries and illnesses. JSC requires all injuries and illnesses be reported under our “clinic first” policy. First-aid kits may be required in areas where there is a special need because of a specific hazard or a chemical that warrants a specific antidote be closely available. The following is JSC’s policy on first-aid kits and antidotes:

- a. If you believe your area requires a first-aid kit or an antidote, email Occupational Health at [jsc-dl-occ-health@mail.nasa.gov](mailto:jsc-dl-occ-health@mail.nasa.gov). Provide a name and phone number of who will serve as the point of contact (POC). Occupational Health will use the following guidelines to substantiate your request:
  - (1) Do workers engage in hazardous activities on second or third shift when the JSC Clinic is closed (e.g., machine shops, printing, etc.)?
  - (2) Does the workplace have a specific chemical hazard that warrants an antidote to be close by? For example, dermal hydrofluoric acid exposure requires immediate treatment with a neutralizer, such as calcium gluconate. Hydrogen cyanide gas inhalation requires immediate treatment with amyl nitrate.
  - (3) Is the facility remote from the JSC Clinic, such as Ellington Field or the Sonny Carter Training Facility?
- b. If the request is approved, Occupational Health will furnish a completely stocked kit. The location, POC, and phone number will be posted on the kit.
- c. The facility manager will be responsible for performing and annotating quarterly inventories and obtaining replacement supplies from the JSC Medical Supply (x37897) as required. Replace any expired, used, or damaged supplies immediately.
- d. Employees who will use first-aid kits in the workplace shall be trained in the use and limitations of the first-aid supplies. First-aid supplies are for self-treatment only, except when a specific chemical antidote is needed. Someone other than the exposed employee usually applies the antidote. Employees who are required to administer antidotes may also need to be trained in a bloodborne pathogen program. Even if you use first aid in the workplace to treat a minor injury, you are still required to report to the JSC Clinic as soon as reasonably possible afterward to ensure adequate treatment.

**3.6.11 Case management – returning to work after an injury or illness from your job**

3.6.11.1 The following processes and requirements apply to case management:

- a. At JSC, the Nurse Case Manager (x34111) coordinates follow-up medical treatment and return to work. After completing an assessment, the medical professionals, who include the Nurse Case Manager, determine fitness for duty. The determination will consider your private doctor’s or clinician’s input. The determination will be lost time, restricted duty, or return to work. In special cases, arrangements can be made to accommodate the employee at home or work. This determination will be communicated to you and your supervisor, and the facts and outcome will be documented in your medical files.
- b. Your supervisor and the medical and human capital offices shall be involved in the case management of your on-the-job injury or illness and successful return to work. They shall be involved in the process from the initial injury to the final return to work at 100% of your

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capabilities. The JSC Nurse Case Manager will work with both you and your management chain to discuss your initial diagnosis, duty status (lost time, restricted duty, or return to work), and any other information necessary to help successfully return you to work.

- c. Contractors are expected to have case management personnel (Health Professionals, Human Capital, Loss Control, etc.) to help in the case management process for their employees.
- d. If you work at a JSC field site, follow site-specific processes.

### **3.6.12 Medical surveillance**

3.6.12.1 Medical surveillance includes medical screening examinations and procedures used to protect workers who may be exposed to hazardous substances or processes. It also shows that workers are physically and mentally fit to do certain hazardous or critical operations. Data gathered to establish a baseline parameter may help to recognize and treat occupational illnesses and injuries. Medical surveillance includes:

- a. Identifying workers who need examination.
- b. Performing and documenting those examinations.
- c. Informing workers of the results.
- d. Training.
- e. Evaluating data for trends and sub-clinical effects of exposure.

### **3.6.13 Requirements for placing you in a medical surveillance program**

3.6.13.1 JSC uses a “hazard-based” method to decide which jobs or operations require medical surveillance. The need for medical surveillance is based primarily on regulatory or local requirements, or exposures determined by industrial hygiene surveys. You may be required to have a physical examination because of your job, such as a painter, or because of some equipment you use, such as a respirator. You may also receive a “fitness for duty” medical examination for specific job descriptions (such as flight controller). You shall be under medical surveillance if:

- a. You could be exposed to a physical, chemical, or biological hazard at or above the action level set by OSHA or the American Conference of Governmental Industrial Hygienists (ACGIH). This is usually half of the permissible exposure limit (OSHA) or the threshold limit value (ACGIH).
- b. You are required to be under medical surveillance by a standard that covers the chemical you will be working with.
- c. Occupational Health decides whether you need an examination based on knowledge of the workplace, job requirements, and review of occupational history.

### **3.6.14 Physical examinations at JSC**

3.6.14.1 JSC’s medical surveillance program includes the following physical exams:

- a. A baseline examination before you start work (or within the timeframe required by OSHA or NASA-specific standards) in a job that could expose you to hazardous materials to:

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- (1) Determine whether you are suitable for the job.
  - (2) Provide a baseline so medical personnel can later see any changes to your condition.
- b. A periodic examination while you are working in a job that could expose you to hazardous materials.
  - c. A termination examination when you quit your job or are permanently removed from a job that could have exposed you to hazardous materials. It is important to document your state of health when you leave in case you later develop medical problems that could be a result of some exposure to hazardous materials.
  - d. A certification examination if your job might make existing health problems worse, or if the safety of others depends on your health. These exams are critical to controlling and eliminating occupational injury and illness, and to making sure certain employees can do their hazardous jobs safely. Check the personnel requirements for your work area to see if you need a certification examination.

### **3.6.15 Requesting a medical screening examination**

- a. To request a physical exam, the supervisor shall send JSC Form 270, "Johnson Space Center, Job-Related Physicals," to the JSC Clinic, mail code SD38. Concurrence from Occupational Health is required for some exams before scheduling. Follow the instructions on the form. Request the physical exam a minimum of 2 months before the expiration date of the current physical for individuals currently in the system. The request shall include:
  - (1) Employee's name, birth date, job description, and phone number (title and the building normally worked in would also be helpful).
  - (2) Supervisor's name and mail code
  - (3) Justification for the examination; identification of the hazardous material the employee will work with, and the requirement for the examination.
  - (4) The kind of physical examination needed from paragraph 3.6.16.
- b. After the request is submitted, the employee shall:
  - (1) Wait for the clinic to contact you with a scheduled appointment. The clinic will do this after Occupational Health authorizes the proper physical examination protocol and sends the request to the clinic.
  - (2) Report to the clinic for your examination. Fill out work history and exam questionnaires for the kind of physical examination needed. It is important to fill out all forms completely to allow the doctor or clinician to properly perform the examination. You may pick up the forms in advance and complete them before your examination if necessary.

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### 3.6.16 Requirements for physical examinations

The following table lists the requirements for exams by job or duty. Occupational Health reviews the medical surveillance program periodically and may change the frequency of physical examinations for certain job descriptions based on current medical recommendations or changes to regulatory requirements. This table doesn't list all work areas and jobs that may require medical surveillance. Medical surveillance requirements change because of the age of the employee, changes in work procedures affecting exposure to chemicals or hazards, or changes in regulations.

<b>Job or Duty</b>	<b>Baseline Exam Req'd?</b>	<b>Periodic Exam Req'd?</b>	<b>Term Exam Req'd ?</b>	<b>How often?</b>
Subject engaged in Level I or II tests as designated by the Institutional Review Board (IRB) or other committee to approve human-use.	yes	yes	yes	yearly*
NBL Divers	yes	yes	yes	yearly*
Lock observers	yes	yes	yes	yearly*
Self-Contained Atmospheric Protective Ensemble (SCAPE) operators, closeout crew	yes	yes	yes	yearly*
Rescue personnel	yes	yes	yes	yearly
Test subjects not engaged in Level I or II tests as designated by the IRB or other committee to approve human-use.	yes	yes	yes	every 3 years*
Pressure suit engineer or technician	yes	yes	yes	every 3 years*
Microgravity test conductors and guests	yes	yes	yes	every 3 years*
Chamber test directors, operators, and conductors	yes	yes	yes	every 3 years*
Crane Operators/Riggers Note: Includes ground floor, remote operation, high, cabin, pulpit	yes	yes	yes	every 2 years
Forklift Operators	yes	yes	yes	every 2 years
Propellant and Ordnance handlers	yes	yes	yes	every 2 years
Pesticide and herbicide handlers	yes	yes	yes	yearly
Insulators	yes	yes	yes	yearly
Asbestos workers**	yes	yes	yes	yearly

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Solderers for flight or ground support equipment	yes	yes	yes	yearly
Job or Duty	Baseline Exam Req'd?	Periodic Exam Req'd?	Term Exam Req'd?	How often?
Hazardous material emergency responders	yes	yes	yes	yearly
Painters	yes	yes	yes	yearly
Plating shop workers or metal finishers	yes	yes	yes	yearly
Food handler	yes	yes	yes	yearly
Welders	yes	yes	yes	yearly

Metal workers: lead, cadmium, etc.	yes	hazard based	yes	***
Fuel cell operator	yes	yes	yes	yearly
Clean room worker	yes	yes	yes	yearly
Primary contact	yes	yes	yes	yearly
Flight controllers	yes	yes	yes	age less than 40 every 2 years and yearly thereafter
Primary contact (food depot)	yes	yes	yes	every 6 months
Sheet metal workers	yes	hazard based	yes	***
Class 3b and 4 laser users or workers	yes	no	yes	***
Respirator users	yes	yes	yes	****
Handling any other chemical, physical, or biological agent	***	hazard-based	***	***
Working in high-noise areas	yes	yes	yes	yearly
Hypervelocity gun operators	yes	yes	yes	yearly
Hurricane Rideout Team	yes	yes	no	yearly
Confined Space Entrants (Permit Required Spaces Only)	yes	yes	no	***
Astronauts and Mission Specialists	yes	yes	yes	yearly

\*Pre-test physical examination given as necessary by test requirements.

\*\*Someone who does class I, II, or III asbestos work (as defined in 29 CFR 1926.1101) for more than 30 days per year, where a "day" is more than 1 hour of work. Those who do asbestos work for less than 30 "days" a year are considered respirator users for medical surveillance.

\*\*\*Occupational Health will decide.

\*\*\*\*Age less than 35, every 5 years. Age between 35 and 45, every 2 years. Yearly thereafter.

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### **3.6.17 Responsibilities for occupational health care**

a. If you are a JSC manager, you are responsible for:

- (1) Training your employees in JSC’s “clinic first” policy.
- (2) Making sure your employees know where and how to get medical treatment.
- (3) Making sure your employees report all job-related injuries or illnesses to you.
- (4) Making sure injured or ill employees go to the clinic.
- (5) Making sure your employees know what to do when they see their own doctor or clinician or go to a hospital for a work-related injury or illness.
- (6) Consulting with Occupational Health if you think you need first-aid kits for your employees.
- (7) Making sure your employees have the required baseline medical examination before assigning them to a work area or job task.
- (8) Making sure all your employees are current on all required medical examinations.
- (9) Contacting Occupational Health before starting any new process or changing existing processes so that medical surveillance requirements can be addressed.

b. Occupational Health and JSC Clinic are responsible for:

- (1) Determining fitness for duty of injured or ill employees as described in paragraph 3.6.12.
- (2) Reporting all injuries and illnesses (JSC Form 340) thought to be work-related to the Safety and Test Operations Division.
- (3) Investigating suspected work-related illnesses and exposures.
- (4) Telling the Safety and Test Operations Division if an injury or illness will prevent an employee from doing his or her job, and when an employee may return to work without restrictions.
- (5) Providing physical examinations, as required, for on-site civil servant and contractor personnel.
- (6) Conducting industrial hygiene evaluations of work areas to determine whether hazard-based work-related physical examinations are necessary.
- (7) Making recommendations on the need for medical surveillance for new jobs.
- (8) Providing trained emergency medical paramedics and ambulance services as First Responders. Backup assistance is through a Mutual Aid Agreement with the Houston Fire Department.
- (9) Assessing and treating anyone with a job-related illness or injury. Assessing and treating any medical emergency that happens on site, whether it is job related or not.
- (10) Supporting Flight Medicine.
- (11) Supporting human tests with emergency response and ambulance services.
- (12) Fulfilling the requirements in Chapter 2 of NPR 1800.1.

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**3.6.18 Safety and health records and documentation for occupational health care**

- a. **Center-level.** The JSC Clinic shall keep treatment and exam records. This includes protecting employee medical files under the Privacy Act of 1974 and considering them privileged information.
  - b. **Organizational-level documentation.** JSC managers shall keep a current roster of employees requiring enrollment in medical surveillance and medical screening programs.
- NOTE: See Appendix F, Attachment 1.1A for details on records and documentation required by this chapter.