MICHIGAN STATE UNIVERSITY

EXPOSURE TO HEALTH RISKS/PHYSICAL DEMANDS FORM

Please review the Exposure to Health Risks and Physical Demands section. Check appropriate item(s) and follow instructions for applicable section(s).

Start date: ___________________________ Date: ___________________________
Employee Name: ___________________________ DOB: ___________________________
Department Name: ___________________________ Job Position: ___________________________
Department Account #: ___________________________ Supervisor: ___________________________
Telephone: ___________________________ Fax: ___________________________ Email: ___________________________

EXPOSURE TO RISKS SECTION

Check conditions that apply to the job. If you have a question about potential exposure, see the Exposure to Health Risk Information Packet. If you check any of items 1-10, schedule an occupational health assessment with the MSU Occupational Health Clinic at Olin Health Center at 353-9137 or fill out the required questionnaire. This completed form and a job description must be sent in advance of the health assessment to MSU Occupational Health, Room 347 Olin, fax number, 355-0332. You may also send this completed form and the job description as e-mail attachments to occhealth@ht.msu.edu with the employee’s name in the subject line.

1. □ Exposure to human blood, serum, tissue and other body fluids; and materials covered under Universal Precautions.

2. □ TB risk or work within 3 feet of patients in a health care setting or have potential exposure to Mycobacterium bovis.

3. □ Work with animals or unfixed animal tissue.

4. □ Drive a university vehicle, which requires a commercial driver’s license (see below).
   • A single vehicle having a gross vehicle weight rating (GVWR) of 26,001 pounds or more
   • A combination of vehicles having a GVWR of 26,001 pounds or more and towing vehicles of not more than 10,000 pounds GVWR
   • A vehicle towing another vehicle with a GVWR over 10,000 pounds
   • A vehicle designed to carry 16 or more people (including the driver)
   • A vehicle carrying hazardous materials in such amounts that placarding is required

5. □ Drive a university vehicle that does not require a commercial driver’s license but does require medical certification (see below).
   • A vehicle with more than 10,000 pounds GVWR but less than 26,001 pounds
   • The combination of a vehicle and towed unit with more than 10,000 pounds GVWR but less than 26,001 (The unit pulled must be less than 10,000 pounds GVWR)

6. □ Wear a respirator (does not include paper dust mask worn for comfort).

7. □ Work with organophosphate or carbonate pesticides.

8. □ Work in noisy (above 85 decibels) areas.

9. □ Operate a forklift, tractor or top-running overhead crane.

10. □ Risks that have been identified by ORCBS, please list: ___________________________
    (Please see page 2 for explanation of items 1-9)

Last Update 01/29/10
EXPOSURE TO HEALTH RISK INFORMATION
Description of Programs and Requirements

MSU employees working in specific environments and/or performing duties as listed below must comply with medical surveillance and training program requirements as mandated by Federal and State laws, regulations or statutes. The following list provides examples of the types of duties and/or exposures that place employees under Federal and State guidelines for medical surveillance or specific training. It is the responsibility of the hiring supervisor to review their requirements and initiate required procedures at the time of hire, transfer or change in job duties as outlined below. If any of the items 1-9 are applicable risks, please complete an Exposure to Health Risk form and schedule a health assessment with MSU Occupational Health at 353-9137 or have the employee fill out the appropriate questionnaire.

1. **Exposure to human blood, serum, tissue and other body fluids and materials covered under “Universal Precautions.”**
   This covers employees at MSU that have a reasonable anticipated risk of exposure to human blood and other potentially infectious materials. This includes Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens that are included in MSU’s Blood borne Pathogen Program as outlined in the Exposure Control Plan (ECP).

   Job classifications, in which all or some of the employees have potential occupational exposure to blood borne pathogens, are listed in Appendix A of the MSU Exposure Control Plan. The ECP is revised on an annual basis and copies of the most recent edition can be obtained from the Office of Radiation, Chemical and Biological Safety (ORCBS) or can be viewed online at www.orcbs.msu.edu. The MSU Exposure Control Plan requires all employees to attend an initial training as well as an annual retraining on blood borne pathogens. Employees covered under this program must be offered free Hepatitis B vaccination within the first ten days of employment. For more information, call ORCBS at 355-0153.

2. **Work with patients in a health care setting or have potential exposure to Mycobacterium bovis.**
   This program is designed to determine the risk of occupational exposure to Tuberculosis (TB). The major focus is on baseline skin testing. Anyone with potential occupational exposure to TB must have baseline TB monitoring and be offered monitoring annually. This would apply to employees that interact closely (within 3 feet) with patients suspected or confirmed of TB. This may include, but is not limited to, physicians, nurses, aides, dental workers, technicians, some workers in laboratories and morgues, emergency medical service (EMS) personnel, students, part-time personnel, temporary staff not employed by the health care facility, and persons not involved directly in patient care but who are potentially at risk for exposure to Tuberculosis (e.g., research setting, maintenance). Employees that have exposure potential to Mycobacterium bovis are included in the baseline skin testing program. This would include, but is not limited to, animal diagnostic facility employees, veterinarians and veterinary technicians. For more information, call MSU Occupational Health at 353-0137.

3. **Work with animals or unfixed animal tissue.**
   This program covers those that have occupational exposure to animals or unfixed animal tissue. This includes employees caring for animals and cleaning animal environments (e.g., cages or stalls). The type of monitoring and training needed is based on the type of animal(s) and the type of contact. Examples of employees in the above category include veterinarians, veterinary technicians, animal farm workers, animal caretakers or lab workers that handle animal tissues, as well as employees involved in wildlife studies. For more information or to arrange monitoring, call MSU Occupational Health at 353-9137.
4. Drive a university vehicle, which requires a commercial driver's license.
   Federal law requires that an employee must obtain and carry with them a Commercial Driver License (CDL) with appropriate endorsements, if they operate:
   1. A single vehicle having a GVWR (gross vehicle weight rating) of 26,001 pounds or more.
   2. A combination of vehicles having a gross combination weight rating of 26,001 pounds or more, towing vehicles not more than 10,000 pounds GVWR.
   3. A vehicle towing another vehicle with a GVWR over 10,000 pounds.
   4. A vehicle designed to carry 16 or more people (including the driver).
   5. A vehicle carrying hazardous material in such amounts that placarding is required.
   To obtain medical certification call MSU Occupational Health at 353-9137.

5. Drive a university vehicle that does not require a commercial driver's license, but does require medical certification.
   State of Michigan law requires that any employee obtain and carry a medical certification, irrespective of whether driving is an Incidental or Primary Duty, if they operate a vehicle that:
   1. Is more than 10,000 pounds GVWR but less than 26,001 pounds.
   2. The combination of a vehicle and towed unit with more than 10,000 pounds GVWR but less than 26,001. (The unit pulled must be less than 10,000 pounds GVWR).
   To obtain medical certification, call MSU Occupational Health at 353-9137.

6. Wear a respirator.
   Have the employee fill out. http://www.uphs.msu.edu/forms/InitialRespiratorForm The employee will then be directed to ORCBS for training and a fit test. For more information, call EHS at 355-0153.
   Any employee who works in an area or who may work in an area that requires respiratory protection, or who will where a respirator on a voluntary basis, must complete MSU this form. The employee will then be directed to ORCBS for training and a fit test. Examples of respiratory protection that fall under this program include powered air purifying respirators, full face, half face and N-95 disposable respirators.

7. Work with organophosphates or carbonate pesticides (NOT herbicides).
   Includes individuals that spray, handle, or potentially have significant exposure to pesticides. Examples include greenhouse workers, grounds employees and KBS workers who spray insecticides. Contact your supervisor to inquire if you will be applying insecticides. Supervisors should call MSU Occupational Health at 353-9137 to arrange medical monitoring.

8. Work in noisy (above 85 decibels) areas.
   Do not check this box unless you are confident that the employee’s exposure has been determined to be over 85 decibels. Any employee exposed to levels greater than an average of 85 decibels for 8 hours for one or more shifts must have their hearing tested. They must also take the “Hearing Conservation Training” at http://www.orcbs.msu.edu . New employees will be scheduled during the next round of on campus testing; checking this box will have their name added to the list of employees to test. Do not send employees to the offsite hearing test provider. Many Landscape Services, Maintenance Services, Power Plant, Music College, Police, Pest Management, Denuemer Center or Farm employees may need their hearing tested. Call EHS at 355-0153 to have the noise levels tested.

8. Operate a forklift, tractor or top-running overhead crane.
   Any employee operating the above equipment must fill out this questionnaire http://www.uphs.msu.edu/forms/Driver.pdf and receive training from EHS.

10. Individuals who work with asbestos, certain chemicals regulated by OSHA, ethylene oxide, formaldehyde, and hazardous waste are required to have medical examinations. Department supervisors who have such employees should have been previously notified by ORCBS. If you still have questions about the exposures after reading the descriptions on the following page, call ORCBS at 355-0153.
- Work with asbestos 30 or more days a year.
  Employees who work in an area involving levels of asbestos (including tremolite, amosite, and actinolite) for 30 days or more a year at or above 1.0 fibers/cc on a time-weighted average must wear a respirator because of asbestos exposure. Each operating department will make a determination of whether their employees are eligible for medical surveillance. To arrange for medical monitoring, call MSU Occupational Health at 353-9137.

- Work with formaldehyde (defined as exposure at or above 0.5 parts per million for an 8-hour day or 2 parts per million for 15 minutes).
  This includes some workers in anatomy, pathology or histology labs. Other examples are the human and veterinary anatomy technicians, workers in the placenta lab, and some ORCBS employees. Generally, those who work with formaldehyde, or formalin in a fume hood, or who work with small quantities and have low exposures, do not meet the exposure criteria. For more information, call ORCBS at 355-0153.

- Work with hazardous waste (defined as exposure at or above the permissible exposure limits for a chemical(s) 30 days or more a year).
  Examples include ORCBS workers who pick up and consolidate hazardous waste and incinerator workers. It does not include employees that generate hazardous waste.

- Work with ethylene oxide (defined as exposure at or above 1 part per million for an 8-hour day or 5 parts per million for 15 minutes).
  Central Sterile Supply workers at the Clinical Center and the Veterinary Medical Center are the only known users of ethylene oxide and they have low exposures. Any use of ethylene oxide outside of a fume hood may have exposure above the limits. Currently there is no one in this program. For more information, call ORCBS at 355-0153.

- Work with chemicals and routinely exposed to any chemical above the Occupational Safety and Health Administration Standards, including pesticides.
  This covers any chemical covered by the OSHA standard. The department must check with ORCBS on a case-by-case basis. Any laboratory worker exposed to a spill, leak, explosion, or who develops symptoms associated with routine work exposure to chemicals, can request an evaluation by the occupational health physician. Call MSU Occupational Health at 353-9137.

- Work with any of the following carcinogen(s).
  Any MSU employee who works with the listed carcinogens must contact ORCBS at 355-0153 prior to any work with these materials:
  - 2-Acetylaminofluorene
  - Benzidine
  - 3,3'-Dichlorobenzidine (and salts)
  - Ethylene oxide
  - 4-Butylaminophenol
  - 4-Methylaminophenol
  - 4-Aminodiphenyl
  - Bis-chloromethyl ether
  - 4-Dimethylaminobenzene
  - Methyl chloromethyl ether
  - Beta-naphthylamine
  - N-nitrosodimethylamine

Exposure is with or without respiratory protection devices. Laboratory workers do not routinely have significant exposures unless a spill or leak occurs. Significant exposures can occur if fume hoods, or containment devices fail, or if safe work practices are not followed. Using large quantities of volatile chemicals outside of a fume hood, or in confined or poorly ventilated areas may result in significant exposures. For more information, call ORCBS at 355-0153.
PHYSICAL DEMANDS SECTION

Physical demands testing is required for any employee (except students) in a physically intensive job BEFORE the employee may begin work.

1. Complete this section of the form.
2. Fax a copy of the completed form and a brief description of the job or posting text, to the MSU Occupational Health Office at 355-0332.
3. Schedule the pre-employment physical demands testing with the MSU Occupational Health Office, 353-9137.
4. Within 24 hours of the testing, you will be contacted with the examination results. A written summary will be provided to you by Occupational Health.
5. If an employee is physically incapable in any essential function, review if a reasonable accommodation can be made. If it is determined the candidate cannot perform the essential functions of the job with an accommodation, the job offer should be withdrawn.

<table>
<thead>
<tr>
<th>A. Physical Demands</th>
<th>B. Time Required</th>
<th>C. Specifics (comments)</th>
<th>D. Key Job Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check yes or no if essential function.</td>
<td>Number of hours or minutes per day this demand is performed.</td>
<td>When defining lifting height and reaching height, indicate if the lift starts from floor, waist, chest, and/or shoulder and where it ends: floor, waist, chest, and/or shoulder. For example, moving boxes off the floor to waist-height shelf would be lifting from the floor to waist.</td>
</tr>
<tr>
<td><strong>Lifting</strong></td>
<td>Yes</td>
<td>No</td>
<td>Height of Lifting:</td>
</tr>
<tr>
<td>Capacity testing will be done up to the heaviest weight you specify: a numeric value required (cannot accept &quot;greater than&quot; values)</td>
<td>Number of hours or minutes per day this demand is performed.</td>
<td><strong>Object Size:</strong></td>
<td><strong>Height of Lifting:</strong></td>
</tr>
<tr>
<td>0-29 inches</td>
<td>lbs</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Carrying</strong></td>
<td>Yes</td>
<td>No</td>
<td><strong>Height of Lifting:</strong></td>
</tr>
<tr>
<td>If load weight varies indicate maximum required to perform essential job duties</td>
<td>Object Equipment:</td>
<td><strong>Object Size:</strong></td>
<td><strong>Height of Lifting:</strong></td>
</tr>
<tr>
<td>0-29 inches</td>
<td>lbs</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Pushing/Pulling</strong></td>
<td>Yes</td>
<td>No</td>
<td><strong>Height of Lifting:</strong></td>
</tr>
<tr>
<td>If object weight varies, indicate maximum required to perform essential job duties</td>
<td><strong>Object Size:</strong></td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Size:</strong></td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Floor Surface(s):</strong></td>
<td><strong>Equipment push/pull:</strong></td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Maximum Distance:</strong></td>
<td><strong>Load Weight:</strong></td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Load Weight:</strong></td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ladder (A-Frame)</strong></td>
<td>lbs</td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Ladder (Vertical)</strong></td>
<td>lbs</td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Scaffold</strong></td>
<td>lbs</td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Stairs</strong></td>
<td>lbs</td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>lbs</td>
<td><strong>Height of Lifting:</strong></td>
<td><strong>Object Weight:</strong></td>
</tr>
</tbody>
</table>

If applicable, load weight when climbing should be listed following each category.