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U · S · DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

Subject Number:

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Transmittal Number:
310

Date: 12/29/86

Subject:

Medical Surveillance Program

Approval:

Jed D. Christensen

Title: Director

1. Purpose. This directive supplements the Departmental Manual Subchapter titled 'Medical Surveillance Program' (370 DM 792,7), and establishes the Office of Surface Mining Reclamation and Enforcement (OSMRE) program covering employees who may have been exposed to harmful agents or substances in their work environment. The program provides the framework and methods through which management and employee responsibilities are identified and implemented.

2. Definitions. For the purpose of this directive, harmful agents may be chemicals (liquids, solids, or gases), electromagnetic and ionizing radiation, noise, vibration, temperature and pressure extremes, and biological organisms.

3. Policy/Procedures.

a. Director. The Director is responsible for establishing, implementing, and monitoring a medical surveillance program. Pursuant to the regulations found in 370 DM 792,7, the Director shall provide a healthful workplace for employees who are required to work in environments where harmful conditions exist as determined by individuals qualified to make these determinations.

b. Chief, Division of Personnel. Serves as coordinator of the medical surveillance program as follows:

(1) identifies those occupations, by series, which are inherently hazardous and reports them to the Department Medical Director;

(2) coordinates medical information from professionally qualified industrial hygienists with the Department Medical Director;

(3) maintains the medical evidence in a confidential manner, and

(4) determines whether an employee can be reassigned, terminated, retired, or if other personnel actions need to be taken where medical surveillance examinations indicate that an employee will be harmed if he/she continues in his/her position and work environment.

c. Safety Manager. Reviews accident reports and other data to identify work situations where employees may be exposed to harmful agents, and communicates this information to supervisors and the Chief, Division of Personnel.

d. Chief, Administrative Service Centers. Implements the medical surveillance program within the designated service area. As such:

(1) promptly advises the Chief, Division of Personnel of the determination to extend coverage of the medical surveillance program to an employee or group of employees; and

(2) implements or recommends appropriate personnel action based on medical recommendations of the Department Medical Director.

e. Managers/Supervisors. These officials are responsible for the well-being of employees under their purview and for advising employees, either directly or indirectly, about hazardous conditions in the workplace that have been identified, and of protective measures that must be taken.

f. Employees. Individuals are responsible for working in a safe manner including, when necessary, wearing personal protective equipment, the safe handling of toxic materials, and proper usage of potentially hazardous equipment.

4. Reporting Requirements. None.

5. References. 370 DM 792, Subchapter 7.

6. Effect on Other Documents. None.

7. Effective Date. Upon issuance.

8. Contact. Division of Personnel, Branch of Policy and Evaluation, (FTS/202) 343-4656.