

MEDICAL EXAMINATION POLICY

1.0 Purpose

- 1.1 To establish general guidelines for certain medical examinations for current and potential employees which promote employee health and safety and comply with OSHA guidelines.

2.0 Scope

- 2.1 To insure that there is a clear understanding of the types of medical examinations required of potential and current employees performing specific job functions, as well as examinations offered as a benefit.
- 2.2 The Director of Human Resources will establish specifics of what is covered in each type of exam in conjunction with a selected medical facility, current medical trends and OSHA requirements.

3.0 Policy

3.1 Employment Exams

The Director of Human Resources will determine positions requiring a pre-employment medical examination.

3.2 Drug Screens

Drug screens will be conducted in the following instances: (1) as part of the pre-employment process for potential employees seeking positions identified by the Director of Human Resources; (2) in cases where there is probable cause to suspect an employee's ability to safely perform assigned duties is impaired; (3) on a random basis for employees in safety-sensitive or CDL positions; and (4) post-accident as defined in Administrative Directives 2-2 and 2-3. Certain special assignments or promotional positions may also require drug screening. Testing procedures are outlined in Administrative Directive 2-2, Alcohol and Drug Policy for CDL Holders, and 2-3, Alcohol and Drug Policy.

3.3 Tetanus and Hepatitis B Shots, Hepatitis B Titers, Tuberculosis Screening

All new at-risk employees are offered tetanus shots as part of their pre-employment physical if they haven't had one within the past 10 years. Maintenance employees, community services officers, sworn police and fire personnel, and building inspectors receive updated shots based on a 10-year schedule (5-years for Water and Sewer employees). The various departments maintain the schedule.

All firefighters, police officers, community services officers and maintenance workers are offered the Hepatitis B shot series as part of their pre-employment physical, and a training program on exposure is held annually. The decision on whether or not to receive the shots remains with the employee. Any employee who has refused the Hepatitis B series in the past may choose to take it at another time. The departments maintain records.

Hepatitis B titers will be performed to determine immunity at the end of the three-shot series. For employees receiving the series prior to May 1997, a titer will be offered following an exposure. It is not necessary to have a titer after each exposure once immunity has been determined.

All firefighters and police officers are offered tuberculosis screening with their City onsite physicals. The decision to participate in the screening remains with the employee.

3.4 Self-Contained Breathing Apparatus (SCBA) Users

In order to conform to OSHA guidelines for the use of self-contained breathing apparatus (SCBA), all firefighters **and Water Plant personnel** will be given annual physical exams to determine their ability to utilize respirators. In addition, each employee must have blood chemistry checked following each contamination involving chemicals.

The members of the hazardous materials (HazMat) team must have the complete physical exam to establish baseline data. The complete physical will then be done on an annual basis. The blood chemistry check must be performed after each contamination involving chemicals and optional tests done if they are relevant to a particular exposure.

Should an employee require additional testing to determine his or her ability to utilize the SCBAs, the cost may be paid by the City if approved in advance by the Director of Human Resources on recommendation of the selected medical facility. Further medical treatment recommended by the medical facility is the responsibility of the employee.

In the event that an employee fails to pass any aspect of the physical exam, a number of rehabilitative programs are available which may be covered under the employee's health insurance. If a problem is discovered, a note from the doctor will be required indicating that the employee has participated in a rehabilitation program and can return to normal duties which might require the use of an SCBA. During the time the employee is under a rehabilitative program, he/she would be required to follow Administrative Directive 2-6, Limited Duty Policy.

If it is determined that the employee's condition is irreversible, long-term disability, retirement or termination may be an option.

3.5 Annual Hearing Test

In order to conform to OSHA guidelines for audiology screenings, all firefighters will be given audiograms as part of their pre-hire and annual physical exams to determine baselines.

3.6 Miscellaneous Physicals

The Director of Human Resources may approve other physical exams if necessary for job-related responsibilities.

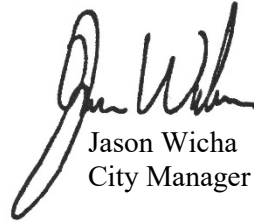
If funding is available, onsite physical exams may be offered to all employees at no cost to the employee. This includes fulltime and seasonal/part-time employees. Spouses may take advantage of the program, but their insurance will be billed for the cost of the exam.

3.7 Executive Fitness Program

Each member of the Executive Staff team is eligible for a single membership at the Lake Forest Recreation Department Fitness Center at no cost.

4.0 Distribution

Employee Information Site, www.citylf.org.



Jason Wicha
City Manager

Revised	5/95	5/99	5/10	5/20
	5/97	5/00	5/15	5/21
	5/98	5/05	5/19	