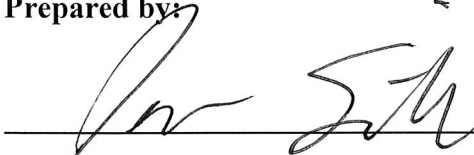



Post-Exposure Medical Examinations BSB 0200-10

Prepared by:

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Procedure approved by:

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BOILER SAFETY BUREAU
STANDARD OPERATING PROCEDURE MANUAL

1.0 PURPOSE AND SCOPE

To establish procedures to provide Boiler Safety Bureau (Bureau or BSB) employees immediate medical examination and necessary follow-up after the occurrence of a potential exposure to hazardous, toxic, carcinogenic, or pathogenic substances. This procedure is applicable to any Bureau personnel who have been exposed to a toxic substance.

2.0 PERSONNEL RESPONSIBILITIES

- 2.1 The Bureau Chief – BSB has the overall responsibility for implementation of this procedure.
- 2.2 Supervisors have the responsibility to ensure that their assigned personnel adhere to this procedure.
- 2.3 Bureau personnel are responsible for cognizance, understanding and use of this procedure and all Department and Bureau Safety & Health procedures.

3.0 HEALTH AND SAFETY ISSUES

Addressed in the body of this document.

4.0 PROCEDURE

- 4.1 The Bureau shall provide, at no cost to the employee, an immediate medical examination to any employee experiencing an exposure incident.
NOTE: Exposure Incident is defined as any instance of exposure to toxic substances requiring post-exposure medical examination and follow-up.
- 4.2 The Bureau shall provide, at no cost to the employee, a schedule of follow-up examinations and/or treatments, based on the recommendations of the medical care provider.
- 4.3 An employee experiencing an exposure incident shall report it to the supervisor at the earliest possible time, and within 24 hours to maintain records of source exposure, in accordance with the Workers' Compensation Procedures of the NCDOL Human Resources Division.
- 4.4 The supervisor shall immediately contact NCDOL Human Resources Division for the selection of a medical care provider and shall obtain an appointment for the employee within 24 hours of notification.
- 4.5 The supervisor shall prepare a Medical Authorization Form issued by NCDOL Human Resources Division and provide it to the employee.
 - 4.5.1 The supervisor in concert with the exposed employee shall prepare the following information for the medical care provider:
 - a) The substance to which the employee was exposed.

- b) A description of the exposure incident.
- 4.6 The supervisor shall initiate the procedures under the NCDOL Workers' Compensation Procedures and post to the OSHA 300 Log if required.
- 4.7 During the supervisor's investigation of the incident, he/she shall identify the source of exposure.
- 4.8 The Safety and Health Director shall obtain from the treating medical provider within 15 days a statement that specifies whether follow-up examinations and/or treatment are necessary.
 - 4.8.1 All other findings or diagnoses shall remain confidential and shall not be included in the report.
 - 4.8.2 Records of treatment are to be kept confidential.
- 4.9 If the medical care provider indicates follow-up examinations and/or treatment, the Department's Third-Party Administrator shall select the medical care provider to render such examinations and/or treatment. Treatment shall be provided as outlined by the DOL Workers' Compensation Procedures.

5.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

6.0 DATA AND RECORD MANAGEMENT

The records required by this procedure are kept in the Human Resources file for the subject employee. ***Records shall be maintained in accordance with the Functional Schedule for North Carolina State agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.***