

EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

Medical Evaluation and Surveillance Policy

Purpose

The purpose of this policy is to provide medical evaluation and/or medical surveillance to employees as required or deemed necessary by the bureau chief.

Medical Evaluation and Surveillance

- ETTA employees are expected to avoid exposure to recognized hazards. However, if job-related duties warrant medical evaluation/surveillance such as to ascertain if they are physically able to work in a particular environment, to set baselines for future comparison (such as hearing examinations), or to comply with OSH standards, the bureau shall provide for the required examinations
- Employees desiring a medical evaluation or supervisors desiring such for persons working under their direction shall describe the requirement in writing and request approval by the bureau chief through the supervisor.
- The bureau chief approves or denies requests in writing. For approved requests, the bureau chief will authorize funding and the bureau will specify the required medical provider.
- Failure of an employee/supervisor to request medical evaluation in advance in writing, to receive written pre-approval of the request, and/or to use specified providers may result in the employee being liable for all cost incurred.
- ETTA employee medical records will be maintained by ETTA and NCDOL Human Resources Division.

Positions Subject to Medical Evaluations and Surveillance

- The following bureau positions receive medical evaluations, at least annually, based on their current job responsibilities. This is subject to change if roles and responsibilities change.
 - Star Consultants
 - Standards Officers
 - Trainers
 - Supervisors
 - Bureau Chief

Note: This policy is covered as part of ETTA new employee orientation.

Approved:



ETTA Bureau Chief

Date: 5/19/2021