POLICY TITLE: Occupational Health Standards

DEPARTMENT: Occupational Health  ORIGINATION DATE: 09/01/2008
CATEGORY: Occupational Health  EFFECTIVE DATE: 06/26/2012

SCOPE
The Occupational Health Program includes all departments and individuals employed at Centura Health.

PURPOSE
To create a safe working environment for all associates and to provide surveillance, prevention and control of infections to associates, health screenings, educational programs, return to work, case management, and the dissemination of current information on the prevention of illness and injury in the health care workplace.

STATEMENT OF POLICY
The Occupational Health program is designed to integrate and coordinate with quality improvement, risk management, infection control and safety activities. The American Association of Occupational Health Nurses (AAHON) standards of Occupational and Environmental Health Nursing will be the guiding force of Nursing Practice and are as follows:

Standards of Occupational and Environmental Health Nursing

Standard I. Assessment
The occupational and environmental health nurse systematically assesses the health status of the client(s).

Standard II. Diagnosis
The occupational and environmental health nurse analyzes assessment data to formulate diagnoses.

Standard III. Outcome Identification
The occupational and environmental health nurse identifies outcomes specific to the client(s).

Standard IV. Planning
The occupational and environmental health nurse develops a goal-directed plan that is comprehensive and formulates interventions to attain expected outcomes.

Standard V. Implementation
The occupational and environmental health nurse implements interventions to attain desired outcomes identified in the plan.

Standard VI. Evaluation
The occupational and environmental health nurse systematically and continuously evaluates responses to interventions and progress toward the achievement of desired outcomes.

Standard VII. Resource Management
The occupational and environmental health nurse secures and manages the resources that support occupational health and safety programs and services.

Standard VIII. Professional Development
The occupational and environmental health nurse assumes accountability for professional development to
enhance professional growth and maintain competency.

Standard IX. Collaboration
The occupational and environmental health nurse collaborates with clients for the promotion, prevention and restoration of health within the context of a safe and healthy environment.

Standard X. Research
The occupational and environmental health nurse uses research findings in practice and contributes to the scientific base in occupational and environmental health nursing to improve practice and advance the profession.

Standard XI. Ethics
The occupational and environmental health nurse uses an ethical framework as a guide for decision making in practice.

OBJECTIVES
The objectives of the Occupational Health Program are to reduce and eliminate unnecessary risks to the employee within the facility. These will be accomplished by:
1. Implementing a planned, systematic and ongoing process for monitoring, evaluating and continuously assessing employee illness, injury and hazards to the Associate.
2. Ensuring that the process design effectively utilizes performance improvement resources to identify and enhance improvements.
3. Developing a monitoring process to identify patterns or trends in employee injury, illness or environmental hazards; or sentinel events that warrant evaluation.
4. Designing an evaluation process that will determine the presence or absence of an opportunity to improve on a problem in the quality of employee health.
5. Determining appropriate resolution of problems to ensure improvements in employee health.
6. Ensuring that periodic follow-up is conducted and documented to promote continued resolution of problems.
7. Monitoring the appropriate problems/issues that will reduce or eliminate employee hazards, illness and/or injury.
8. Ensuring the exchange of relevant information and enhancing communication among all hospital employees on a multidisciplinary level.
9. Overseeing, evaluating and modifying the effectiveness of the Occupational Health Program and to continuously improve employee health and safety.

Occupational Health Program
The Occupational Health department will promote and strive to create a safe, healthy work environment for Centura associates and volunteers by evaluating needs and implementing programs that will reduce the potential for injury and the spread of communicable disease to hospital associates and thereby decrease associate costs, hospital costs, and lost work time. To accomplish this, it is necessary:
• To provide post offer, pre-placement screening for new associates and transfer associates when indicated.
• To maintain a surveillance program of infections of epidemiological significance among associates.
• To ensure adherence to Occupational Health policies and procedures.
• To provide orientation and continuing education for all associates.
• To maintain a program that is in compliance with current professional and regulatory standards.
To review and evaluate new techniques, equipment, and supplies to assist in the program to reduce potential for injury or illness to associates.

To arrange ergonomic evaluations per department request.

To coordinate with Infection Prevention to detect and control the spread of communicable diseases.

**PROCEDURE**

**Prevention**
The objective is to provide protection against physical injuries in the workplace setting, including but not limited to:

1. Back injury prevention program;
2. Ergonomic evaluations as required or per department request with Occupational/Physical Therapy support;
3. One-on-one counseling during health screenings and as needed to determine individual associate’s needs;
4. Post-injury/exposure investigation, evaluation, and analysis to assess for improvements and/or changes to improve associate safety;
5. Immunizations as indicated and/or required;
6. Administration of prophylaxis medication as indicated; and
7. Maintain associate health/workers’ compensation records in a confidential manner.

**Protection**
The objective is to protect associates in the health care setting from acquiring/transmitting communicable diseases, including but not limited to:

1. TB surveillance program;
2. Airborne respirator mask fit testing;
3. Liaison with Infection Prevention to evaluate infectious disease policies and procedures;
4. The evaluation of any workplace occurrences/exposures;
5. Evaluation of the immune status of all associates and the provision of vaccines if indicated;
6. Job-specific lab evaluations at the time of pre-placement health screening assessments;
7. Provision of the Hepatitis B series to all associates involved in patient care/contact (Classification I and II);
8. Keeping abreast of current regulatory law, rules, and regulations (county, State and Federal);
9. Interpretation/implementation of all regulatory agencies’ standards for Occupational Health;
10. Encourage and/or enforce the use of techniques, equipment, and processes that prevent the spread of diseases and the prevention of work-related injuries; and
11. Latex sensitivity evaluation, education, and latex-free options for associates.

**Education**
The objective is to provide accessible educational options to associates regarding the prevention of injury and illness in the workplace, including but not limited to:

1. TB in-servicing for each department when indicated;
2. The orientation and ongoing education in bloodborne pathogens and blood and body fluid safe handling education;
3. Back care classes via Occupational Health and/or Physical Therapy;
4. Trending department injuries, providing department-specific programs for injury prevention;
5. Individual counseling and follow up for all associate exposures (specifically TB, infectious diseases, BBF exposures, etc.);
6. Clinical resource for staff, directors, supervisors, and administration;
7. Orientation including but not limited to category-specific isolation, bloodborne pathogen standard, personal protective equipment, handwashing, policies and procedures, workers’ compensation information, and other services provided by Occupational Health;
8. Various methods utilized for educational purposes including fliers, videos, computer-assisted training, safety modules, and presentations; and
9. Pertinent current studies and reports related to Occupational Health are disseminated to appropriate specific hospital departments as needed.

**Evaluation**
The objective is to ensure that the programs and educational offerings provided by Occupational Health are effective, current, and meet the needs of Centura associates, including but not limited to:
1. Re-evaluation and adjustment of programs as regulatory agencies’ requirements mandate and quality improvement studies indicate;
2. Re-evaluation of all Occupational Health policies, procedures, and programs as indicated; and
3. Regular attendance at the Environment of Care/Safety Committee, Infection Prevention, or other similar meetings for collaboration.

**Screening**
The objective is to ensure all associates are able to meet the functional requirements of their job, with or without a reasonable accommodation, including but not limited to:
1. Assessment of health history, immunization status, provision of blood and body fluid protection/training, and TB screening and evaluation; maintenance of Occupational Health records for all Centura associates;
2. Maintenance of current and effective health screening program by regular re-evaluation of the screening format and standards;
3. Workers’ compensation triage;
4. Return-to-work evaluations; and
5. Functional capacity evaluations.

**Liaison**
The objective is to effectively coordinate communication among all departments for all things related to the promotion of health and safety for associates, including but not limited to:
1. Participation in monthly orientation programs, preparation and presentation of associate and Occupational Health roles and responsibilities;
2. Provision of an entry point for all associates into the Centura Associate Health and Workers’ Compensation system;
3. Maintains close relationship with all other Centura Associate Health Specialists to ensure consistent regional and state practices;
4. Regular attendance at Associate Health and Workers’ Compensation professional association meetings such as Association of Occupational Health Professionals (AOHP);
5. Communicates regularly with department directors and/or staff to promote educational and safety programs to determine workplace needs;
6. Coordinates the annual influenza shots for associates, privileged medical staff, privileged allied health members, and volunteers;
7. Monthly meetings with Risk Management if indicated; and
8. Coordination of the external Workers’ Compensation, such as being a liaison for other companies requiring Centura Health services.

Auditing
The objective is to consistently and effectively track/trend all associate-related incidences, including but not limited to:
1. Trends/tracks associates’ illnesses and absence reports that are collected and reviewed by the Occupational Health practitioner; clusters or incidences surpassing expected levels are evaluated for the need for control measures appropriate to the specific problem;
2. Provision of exposure-specific testing, intervention counseling, prophylaxis medication, immunization and follow up for all associates;
3. Occupational Health will support the Infection Prevention program through the review of epidemiological significance for potential associates’ exposure and by acting in a collaborative capacity;
4. Occupational Health will function on an “as needed,” consultative basis in the selection, use, and evaluation of new equipment and products for use by associates; products are presented to and approved by the Safety Committee and will be used as directed on instruction labels;
5. Information obtained from Infection Prevention, associates, physicians, and interdisciplinary teams or referred by administrative supervisor will be investigated for infection risk to associates;
6. Reports on all injuries and exposures are collected, analyzed, trended, and presented routinely to the Environment of Care/Safety Committee and other appropriate committees as indicated; and
7. Auditing outcomes and interventions will be used to identify trends requiring further interventions.

Case Management
The objective is to ensure any work-related injuries or illnesses are evaluated and treated in a timely manner and that associates are guided and supported in the effort to return them to the health they had prior to the injury/illness and to their regular duty if possible.
1. For all workers’ compensation injuries at Centura;
2. Participate in interactive discussions as directed by Human Resources; and
3. Attend all workers’ compensation and/or other regulatory hearings as indicated.

DEFINITIONS
N/A

REFERENCES AND SOURCES OF EVIDENCE
Guidelines for the Occupational Health Program are based on The American Association of Occupational Health Nurses (AAHON); the requirements and/or regulations of the Centers for Disease Control and Prevention (CDC), the Colorado Department of Public Health and Environment (CDPHE), the Occupational Safety and Health Administration (OSHA), The Joint Commission (TJC), Colorado Statute for Worker’s Compensation, Division of Labor and Employment, Association of Occupational Health Professionals in Healthcare, Association of Professional Infection Control Nurses, by other State and Federal regulations, and other special medical bodies who provide guidelines for all associates, volunteers, and physicians in the Occupational Health Program.

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.
POLICY VIOLATION
Any Centura associate who fails to abide by this policy may be subject to disciplinary action, up to and including termination.

REVIEW/APPROVAL SUMMARY

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<th>REVIEW/REVISION DATES: 02/01/2009, 04/24/2012</th>
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<th>APPROVAL BODY(IES): Dr. Daniel Olson &amp; Dr. Stephen Brown</th>
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