

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **OCCUPATIONAL HEALTH & INJURY SERVICE**

ANNUAL REVIEW MONTH: August

RESPONSIBLE FOR REVIEW: Chief Medical Officer, Occupational  
Health & Injury Service

LAST REVISION DATE: August 2008

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I. **GENERAL**

In accordance with Central State Hospital's Policies and Procedures, the Occupational Health & Injury Service performs and monitors: A) the completion of the employment and annual employee physical screenings; B) ensures confidentiality; C) provides summary reports and other information upon request or as required; D) administers the employee immunization programs, employee exposures to blood-borne pathogens program, as well as hepatitis and Influenza vaccination programs; E) provides follow-up of employee contagious diseases; F) provides collaboration on work related illnesses and injuries as requested. G) collects urine specimens for employment as well as random drug screenings, packages and forwards specimens to required laboratory.

II. **OCCUPATIONAL HEALTH & INJURY SERVICE RESPONSIBILITIES:**

- A. Maintain and ensure confidentiality of Central State Hospital employee physical screening health records.
- B. Follow current laws and regulations and CSH policies and procedures concerning employee health information.
- C. As requested, provide information from employee screening records to the employee and to whomever the employee authorizes by a written, signed request. Provide needed information to authorized service offices.
- D. Collaborate with the worker's compensation specialist re: work related illnesses and injuries as needed or requested.

- E. Coordinate and maintain communication with CSH Infection Control Practitioners and Medical Directors on employee health related issues and concerns.
- F. Monitor employee exposures to blood-borne pathogens.
- G. Provide education to employees on adult immunization.
- H. Administer the employee immunization programs.
- I. Complete new employment physical screenings and makes referrals as indicated.
- J. Complete required annual physical screenings and monitor the completion of all employee annual physical screenings for Central State Hospital.
- K. Collects urine samples for employment and random drug screenings in accordance with rules and regulations of Human Resource Management.

**Approved:**

**This policy has been approved by the CEO and CMO on 9/8/08.**