

G. INDUSTRIAL HEALTH SERVICES

DGS takes the health and well-being of employees seriously and provides an array of health services to address various health needs. These services address the physical, mental, and social well-being of employees in relation to the job and working environment. Many services are available regardless of whether an incident or injury has occurred.

Industrial health services are administered by more than one individual or program area. For purposes of compliance, the Safety Coordinator is provided with or has access to the information and records needed to ensure the adequacy of this Element. All personal information is confidential and accessible only to those who need it to provide services.

Procedure

Methods of Recognition/Evaluation: The following methods may be used to determine the need for agency-provided industrial health related services:

- Hazard identification and workplace safety inspections
- Industrial hygiene surveys
- Accident and Illness Prevention Program (AIPP) reviews
- Safety Committee recommendations
- Employee suggestions
- Loss and trend analysis

Methods of Program Communication: The following methods may be used to communicate information about industrial health services:

- New employee orientation
- Periodic agency-wide emails
- Periodic newsletters or intranet postings
- Brochures
- Training programs or workshops

Recordkeeping:

Records pertaining to services provided under this policy are maintained for the current fiscal year and previous two. The records that are maintained may include the following:

- Training and attendance records
- Medical surveillance records
- Copies of communications including memos, emails and newsletters
- Copies of release and/or declination forms
- Inspections and/or assessment reports used to evaluate the program and program needs
- List of recommendations offered by employees

Industrial Health Service Programs

The following list of services and programs are provided or made available to some employees.

Medical Surveillance Programs: A medical surveillance program evaluates and monitors the health of employees required to work in areas that may result in hazardous exposures and may include:

- Respirator fit testing
- Medical questionnaires
- Pulmonary function tests
- Blood testing
- Tuberculosis testing

Preventive Services: Preventive services are offered in response to an identified need or benefit and can be occupation-specific. Preventive services address the physical, emotional and mental well-being of employees. The majority of the services listed are voluntary, but can be made mandatory if management deems them essential for duty.

The following list provides examples of preventive health related services:

- Hepatitis B vaccinations
- Flu vaccinations
- First aid/CPR/AED services
- Industrial hygiene investigations and monitoring
- Ergonomic evaluations
- Substance abuse awareness and prevention training
- State employee assistance program (SEAP)
- Workplace violence training
- Smoking cessation classes
- Health screenings
- Health and wellness fairs and workshops

Medical Management Services: These services are designed to inform agency employees of services available to treat conditions related to their physical, emotional, and mental health.

Work-related Accident and Illness Services: A work-related injury can cause concern for injured employees, their families and other employees. The Commonwealth's workers' compensation program includes medical providers who will diagnose and treat employees who have suffered work-related injuries or illnesses and guide them through the rehabilitation process. All work-related services are governed by Pennsylvania's Workers Compensation laws and judicial procedures.

Designated Healthcare Provider Panels can be found by county on the [OA website](#) and instructions to find designated healthcare providers are found on worksite employment information bulletin boards. Employees suffering work-related injuries or illnesses must choose a Panel Provider for treatment, except in emergency situations.

Modified Duty Program: This program is designed to provide employment for injured employees. Its purpose is to keep injured employees engaged with the agency and returned to regular duty as soon as possible. This service may not be available to every employee and is dependent in some cases upon union agreements. The Workers' Compensation Coordinator will have the most current information about the any Modified Duty Program that might apply.

State Employee Assistance Program (SEAP): This program is designed to provide services that will be valuable for employees in a variety of situations. Among the services provided are counseling for issues arising from substance abuse, anxiety, gambling, stress, parenting, family relations, aging parents, financial or legal issues, work-related problems, eating disorders, depression, physical abuse, coping with grief and loss and marital or relationship problems.

For workplace accidents, events or illnesses that cause serious concern, SEAP offers critical incident stress debriefings. These services can be obtained by calling SEAP at 1-800-692-7459.

Contact Details: If you have questions or need help accessing any of the services described in this Element G, please contact your supervisor or Human Resources Representative.