

HEALTH HAZARD EVALUATIONS AND MEDICAL SURVEILLANCE

NIST S 7101.29

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1. PURPOSE

The purpose of this suborder is to establish the requirements and associated roles and responsibilities to ensure NIST staff, both federal employees and associates, are protected from potential health hazards through the appropriate medical surveillance.

2. BACKGROUND

- a. [NIST P 7100.00](#) articulates NIST's commitment to making occupational safety and health an integral core value and vital part of the NIST culture, in part by complying with applicable laws, regulations, and other promulgated safety and health requirements.

3. APPLICABILITY

- a. The provisions of this suborder, with the exceptions of those specified in Section 3.b, apply to all NIST staff who, during the conduct of their work at any NIST workplace, could be exposed to one or more potential health hazards:

- (1) Identified in this document;

- (2) Identified in Appendix G of NIST S 7101.60; or

- (3) Specifically called out by OSHA Chemical Specific Health Standards, please see Appendix B of NIST S 7101.59.

- b. Specific provisions of this suborder that do not apply to covered associates:

¹ For revision history, see Appendix A.

- 35 (1) Obtaining medical services and/or tests through NIST that are required of individual
36 medical surveillance programs; and
37

38 NOTE: OSHE shall perform the health hazard evaluations (HHEs) associated
39 with the work which involves the potential exposure to the health hazard to make
40 the determination of the need for medical surveillance, but the associate's home
41 organization/employer is responsible for providing the medical services and/or
42 tests required of each medical surveillance program.
43

44 NOTE: NIST is permitted to provide funding to the home organization/employer
45 such that the required medical services and/or tests can be obtained. This should
46 be specified in associate's grants or agreements.
47

- 48 (2) Obtaining individual-specific, personal protective equipment (PPE) through NIST. Per
49 NIST S 7101.21, NIST may provide generic PPE for covered associates, *i.e.*, PPE which
50 can be worn by anyone and must either remain at NIST or be disposable, *e.g.*, hard hats,
51 non-prescription safety glasses, earmuffs, lab jackets. The home organization/employer
52 is responsible for providing any individual-specific PPE, *e.g.*, prescription safety glasses,
53 custom-fitted hearing protection, custom-fitted safety shoes.
54

- 55 c. The provisions of this suborder do not apply to medical surveillance/bioassays for internal
56 radiation exposures/doses. These are covered exclusively by the relevant programs for
57 NIST's NRC licenses (SNM-362, TR-5).
58
59

60 4. REFERENCES

- 61 a. [29 CFR 1910 Subpart H – Hazardous Materials](#)
62
63 b. [29 CFR 1910 Subpart I – Personal Protective Equipment](#)
64
65 c. [29 CFR 1910 Subpart Z – Toxic and Hazardous Substances](#)
66
67 d. [29 CFR 1926 Construction \(as applicable to medical surveillance or monitoring](#)
68 [requirements\)](#)
69
70 e. [29 CFR 1926.62 Appendix C – Medical Surveillance Guidelines \(Lead\)](#)
71
72 f. [29 CFR 1926.1101 Appendix I – Medical Surveillance Guidelines for Asbestos, Non-](#)
73 [Mandatory](#)
74

- 75 g. [29 CFR 1926.1153 Appendix B - Medical Surveillance Guidelines \(Respirable Silica\)](#)
76
77 h. [Medical Screening and Surveillance Requirements in OSHA Standards: A Guide](#)
78
79 i. [Specific Medical Tests or Examinations Published in the literature for OSHA-Regulated](#)
80 [Substances](#)
81
82

83 **5. APPLICABLE NIST OCCUPATIONAL SAFETY AND HEALTH SUBORDERS**

- 84 a. NIST O 7100.00: [Occupational Safety and Health Management System](#)
85
86 b. NIST S 7101.15: [Documents and Records Control](#)
87
88 c. NIST S 7101.20: [Work and Worker Authorization Based on Hazard Reviews](#)
89
90 d. NIST S 7101.21: [Personal Protective Equipment](#)
91
92 e. NIST S 7101.24: [Incident Reporting and Investigation](#)
93
94 f. NIST S 7101.26: [Workplace Inspection Program](#)
95
96 g. NIST S 7101.58: [Respiratory Protection](#)
97
98 h. NIST S 7101.55: [Hearing Protection](#)
99
100 i. NIST S 7101.59: [Chemical Hazard Communication](#)
101
102 j. NIST S 7101.60: [Chemical Management](#)
103
104

105 **6. REQUIREMENTS**

106 a. Medical Surveillance Programs

- 107
108 (1) NIST shall establish medical surveillance programs for potential health hazards identified
109 in NIST workplaces², including but not limited to:
110

² This is a current list, as of the approval date of this document, of known health hazards in NIST workspaces that have established medical surveillances. Periodic evaluation shall be performed by OSHE with respect to substances listed in Appendix G of NIST S 7101.60 and Appendix B of NIST S 7101.59, as necessary.

- 111 (a) Asbestos
112 (b) Bloodborne Pathogens
113 (c) Beryllium
114 (d) Cadmium
115 (e) Cholinesterase/pesticide applications
116 (f) Chromium
117 (g) Lead
118 (h) Mercury
119 (i) Nickel
120 (j) Noise
121 (k) Other significant respiratory, skin absorption, or exposure hazards
122 (l) Respirable Crystalline Silica (*e.g.*, concrete cutting)
123 (m) Sodium Cyanide
124 (n) Toluene diisocyanate (TDI)
125
126 (2) OSHE shall update the list of potential health hazards identified in Section 6.a(1):
127
128 (a) When a new potential health hazard is identified in a NIST workplace; and
129
130 (b) As necessary based upon an annual review of the requirements of the document titled
131 “Medical Screening and Surveillance Requirements in OSHA Standards”.
132
133 (3) OSHE shall develop and maintain procedures, processes, and tools, as necessary, related
134 to each medical surveillance program.
135
136 (a) These procedures, processes, and tools shall be consistent with appropriate regulatory
137 requirements, Centers for Disease Control and Prevention guidance, and industry
138 practice.
139
140 (b) These procedures, processes, and tools shall include, at a minimum:
141
142 i. An evaluation/sampling procedure to assess exposure risk, *i.e.*, HHE;
143
144 ii. Matrix summarizing specific medical services(s)/tests as indicated in the
145 *Medical Screening and Surveillance Requirements in OSHA Standards: A*
146 *Guide*;
147
148 iii. Hazard communication and training materials; and
149

- 150 iv. A file(s) listing the NIST staff members in the specific medical surveillance
151 program.
152
- 153 (c) These procedures, processes, and tools shall be reviewed on an annual basis and
154 updated as necessary.
155
- 156 b. Identification of Potential Health Hazards
157
- 158 (1) Potential health hazards in NIST workplaces shall be identified through any means
159 including, but not limited to:
160
- 161 (a) Work authorization procedures (*e.g.*, hazard review or job hazard analysis), both
162 during creation and periodic review;
163
- 164 (b) Assignment to specific job duties such as reactor operators, hazardous waste handlers,
165 grounds crew (see Appendix B Section 1);
166
- 167 (c) Safety and health consultations;
168
- 169 (d) Periodic review of NIST’s chemical inventory; and
170
- 171 (e) Workplace inspections.
172
- 173 c. Health Hazard Evaluation
174
- 175 (1) When a potential health hazard is identified via Section 6.b(1), OSHE shall conduct a
176 HHE prior to staff being exposed to the potential health hazard.
177
- 178 (2) Based upon the results of the HHE, OSHE shall:
179
- 180 (a) Determine if those who may be exposed to the potential health hazard are required to
181 be in the corresponding medical surveillance program;
182
- 183 (b) Communicate via email such determinations to the affected NIST staff members and
184 their first-level supervisor or NIST sponsor; and
185
- 186 (c) Establish a monitoring/sampling plan for the work to be performed, as necessary.
187
- 188 (3) OSHE shall maintain the HHE documentation.
189

- 190 d. Provision of Medical Surveillance for Federal Employees
191
192 (1) Enrollment of Federal Employees in a NIST Medical Surveillance Program
193
194 (a) First-level supervisors shall ensure employees are enrolled in the appropriate medical
195 surveillance program based on the HHE's determination, prior to them being exposed
196 to the potential health hazard.
197
198 (b) First-level supervisors shall make this consideration under the following scenarios:
199
200 i. During onboarding activities of a new employee;
201
202 ii. During onboarding activities of an employee new to the supervisor's group;
203 and
204
205 iii. When an employee within the group begins work new to them (e.g., when
206 authorizing the employee for a hazard review or job hazard analysis that
207 specifies medical surveillance/monitoring).
208
209 (c) As necessary, the first-level supervisors shall complete the NIST Form 1198 titled
210 *Occupational Hazards Identification for New Enrollment in Medical Surveillance*
211 *Programs* (please see Appendix B) and submit the completed form via encrypted
212 email to:
213
214 i. bshed@nist.gov for staff working on the Boulder campus; or
215
216 ii. gshed@nist.gov for staff working on the Gaithersburg campus and all other
217 NIST work locations.
218
219 (d) OSHE shall review the NIST Form 1198 and:
220
221 i. Communicate the requirements of the medical surveillance program to the
222 employee and first-level supervisor for the medical surveillance program to be
223 enrolled in;
224
225 ii. Provide the employee, supervisor, and union representative when applicable,
226 with a copy of the HHE report related to the work they are to perform and
227 remind the supervisor that staff performing the same or similar tasks will need
228 to be evaluated for inclusion in medical surveillance;
229

- 230 iii. Discuss the occupational hazard exposure potential(s) with the employee, *i.e.*,
231 hazard communication and training materials;
232
233 iv. Develop a monitoring or sampling plan for the process following established
234 methods, as necessary;
235
236 v. Assist in the development of safe working requirements for the process as part
237 of the hazard review or job hazard analysis process, as necessary; and
238
239 vi. Coordinate with the NIST Gaithersburg Health Unit (NGHU) to enroll the
240 new employee in the appropriate medical surveillance program.
241

242 (2) Medical Surveillance of Federal Employees
243

244 (a) The NGHU shall establish written treatment and evaluation protocols for each of the
245 medical surveillance procedures identified in this program.
246

- 247 i. Diagnostic tests required by medical surveillance program(s) shall be
248 performed by a 3rd party accredited laboratory.
249

250 (b) **For all employees regardless of campus**, the NGHU shall:
251

- 252 i. Act on OSHE's instruction to update an employee's medical record to indicate
253 participation in the identified medical surveillance program;
254
255 ii. Provide a report or medical clearance to the applicable recipient based on the
256 specific medical surveillance program and the NGHU internal procedure,
257 where applicable;
258
259 iii. Maintain and retain all relevant medical surveillance data for active
260 employees; and
261
262 iv. Forward separated employees' records to the NIST Records Manager.
263

264 (c) **For employees on the Boulder campus**:
265

- 266 i. BSHED shall assist employees in obtaining medical exams/tests, as prescribed
267 by the specific medical surveillance programs while the employee is in the
268 program, through a local occupational health clinic.
269

- 270 ii. BSHED shall assist employees in obtaining exit medical surveillance exams,
271 as prescribed by the medical surveillance program, when notified that an
272 employee separates from NIST or changes to new duty or position that no
273 longer requires medical surveillance (exit medical surveillance exams are
274 voluntary for employees).
275
276 (i) BSHED shall document cases where the employee declines to have an
277 exit exam performed or leaves NIST prior to having one completed
278
279 iii. All medical exams/tests associated with a medical surveillance program will
280 be performed at no cost to the employee.
281
282 iv. A copy of all required medical forms and exams/tests identified in the medical
283 surveillance program shall be sent to the NGHU by the employee or their
284 provider via:
285
286 (i) Encrypted email to gaithersburghealthunit@nist.gov; or
287
288 (ii) Faxed to 301-975-4894.

289
290 **(d) For employees on the Gaithersburg campus:**
291

- 292 i. The NGHU shall provide appropriate medical exams/tests, as prescribed by
293 the specific medical surveillance programs while the employee is in the
294 program, or refer employees to a local provider when the exams/tests are not
295 available at the NGHU;
296
297 ii. The NGHU shall provide exit medical surveillance exams, as prescribed by
298 the medical surveillance program, when notified that an employee separates
299 from NIST or changes to new duty or position that no longer requires medical
300 surveillance (exit medical surveillance exams are voluntary for employees).
301
302 (i) The NGHU shall document cases where the employee declines to have
303 an exit exam performed or leaves NIST prior to having one completed.
304
305 iii. All medical exams/tests associated with a medical surveillance program will
306 be performed at no cost to the employee.
307

308 **(e) For employees located at all other workplaces for which NIST does not have**
309 **jurisdiction**, such as Hollings Marine Laboratory or Institute for Bioscience and

310 Biotechnology Research, please contact GSHED for assistance with obtaining
311 medical exams/tests.

312

313 i. The medical exams/tests will be performed at no cost to the employee.

314

315 ii. A copy of all required medical forms and exams/tests identified in the medical
316 surveillance program shall be sent to the NGHU by the employee or their
317 provider via:

318

319 (i) Encrypted email to gaithersburghealthunit@nist.gov; or

320

321 (ii) Faxed to 301-975-4894.

322

323 (f) As necessary, OSHE shall:

324

325 i. Perform monitoring or sampling in accordance with the potential exposure
326 and appropriate medical surveillance procedure;

327

328 ii. Provide a report based upon the monitoring or sampling to the first-level
329 supervisor, all affected employees, and where applicable the union
330 representative; and

331

332 iii. Maintain the monitoring or sampling report.

333

334 (g) As necessary, employees shall be provided with individual-specific PPE by NIST at
335 no cost to the employee.

336

337 e. Provision of Medical Surveillance for NIST Associates

338

339 (1) Notification to Associates of the Need for Medical Surveillance

340

341 (a) First-level supervisors or sponsors of associates shall ensure the associate is notified
342 they are required to be enrolled in a medical surveillance program through their home
343 organization/employer.

344

345 i. First-level supervisors or sponsors of associates shall have some assurance
346 from the associate they are in the appropriate medical surveillance program
347 prior to them being exposed to the potential health hazard. Please contact
348 OSHE for assistance in determining if the associate is appropriately being
349 covered by their home organization/employer.

- 350 (b) First-level supervisors or sponsors shall make this consideration under the following
351 scenarios:
- 352
- 353 i. During onboarding activities of a new associate;
- 354
- 355 ii. During onboarding activities of an associate new to the supervisor’s group;
356 and
- 357
- 358 iii. When an associate within the group begins work new to them (*e.g.*, when
359 authorizing the associate for a hazard review or job hazard analysis that
360 specifies medical surveillance/monitoring).
- 361
- 362 (c) When associates are required to be enrolled in a medical surveillance program(s), the
363 first-level supervisor or sponsor shall complete the NIST Form 1198 titled
364 *Occupational Hazards Identification for New Enrollment in Medical Surveillance*
365 *Programs* (please see Appendix B), **explicitly noting** this is for a NIST associate, and
366 submit the completed form via encrypted email to:
- 367
- 368 i. bshed@nist.gov for staff working on the Boulder campus; or
- 369
- 370 ii. gshed@nist.gov for staff working on the Gaithersburg campus and all other
371 NIST work locations.
- 372
- 373 (d) OSHE shall review the NIST Form 1198 and:
- 374
- 375 i. Communicate the requirements of the medical surveillance program to the
376 associate and first-level supervisor or sponsor for the medical surveillance
377 program required;
- 378
- 379 ii. Provide the associate, supervisor/sponsor, and home organization/employer,
380 with a copy of the HHE report related to the work they are to perform;
- 381
- 382 iii. Discuss the occupational hazard exposure potential(s) with the associate, *i.e.*,
383 hazard communication and training materials;
- 384
- 385 iv. Develop a monitoring or sampling plan for the process following established
386 methods, as necessary;
- 387
- 388 v. Assist in the development of safe working requirements for the process as part
389 of the hazard review or job hazard analysis process, as necessary; and

390
391 vi. Assist the associate’s home organization/employer, as necessary, with having
392 the associate in the appropriate medical surveillance program.

393
394 (2) Medical Surveillance of NIST Associates

395 (a) The associate’s home organization/employer shall:

- 396
397
398 i. Be provided with the written treatment and evaluation protocols developed by
399 the NGHU, please see Section 6.d(2)(a), for the medical surveillance program;
400
401 ii. Ensure the associate obtains all medical services and testing as indicating;
402
403 iii. Maintain all medical records; and
404
405 iv. Provide information regarding whether the associate is current with all
406 medical services and testing upon request; and
407
408 v. Notify NIST if the associate needs to be removed from the exposure.

409
410 (b) As necessary, OSHE shall:

- 411
412 i. Perform monitoring or sampling in accordance with the potential exposure
413 and appropriate medical surveillance procedure;
414
415 ii. Provide a report based upon the monitoring or sampling to the first-level
416 supervisor, affected staff, and the associates home organization/employer; and
417
418 iii. Maintain the monitoring or sampling report.

419
420 (3) As necessary, associates shall be provided with individual-specific PPE by the home
421 organizations/employers at no cost to the associate.

422
423 f. Performance of Work

424
425 (1) The first-level supervisor responsible for approving the work shall request a new HHE as
426 part of the routine hazard review or job hazard analysis process if there is a significant
427 change to the scope of the work such as increases in quantity of the specific health hazard
428 and/or duration of working with the health hazard under which the previous HHE was
429 conducted.

- 430
431 (2) Employees who are authorized to perform work that has placed them in a medical
432 surveillance program shall:
433
434 (a) Complete all medical forms and tests related to the medical surveillance program(s)
435 they are enrolled in prior to engaging in that work;
436
437 (b) Work in accordance with the practices and protocols listed in the hazard review; and
438
439 (c) Notify their supervisor if they believe their exposure to the health hazard has
440 increased.
441
442 (3) NIST Associates who are authorized to perform work that has placed them in a medical
443 surveillance program shall:
444
445 (a) Ensure they complete all medical services and tests related to the medical surveillance
446 program(s) they are enrolled in prior to engaging in that work;
447
448 (b) Work in accordance with the practices and protocols listed in the hazard review; and
449
450 (c) Notify their supervisor or sponsor if they believe their exposure to the health hazard
451 has increased.
452
453 (4) First-level supervisors of staff performing work which requires enrollment in a medical
454 surveillance program shall:
455
456 (a) Ensure staff members work in accordance with the appropriate practices and
457 protocols listed in the hazard review; and
458
459 (b) Immediately stop work if it is determined a staff member's exposure to the health
460 hazard has increased.
461
462 (5) As required by the applicable OSHA regulations, when exposure to a specific health
463 hazard specifies the requirement for a competent person, OSHE shall provide that person.
464
465 (a) The competent person shall perform duties specified in the medical surveillance
466 procedures for the health hazard. These duties may include, but are not limited to:
467

- 468 i. Working with the staff member(s), supervisor(s), sponsor(s), and the
469 appropriate OSHE staff member(s) in development of the activity-specific
470 exposure control plan and ensure it is included in the hazard review;
471
472 ii. Ensuring the staff member is following the work practices required for
473 working with health hazard; and
474
475 iii. Conducting frequent and regular inspections of job sites, materials, and
476 equipment per applicable OSHA regulation(s).
477

478 NOTE: The OU may request a waiver to provide their own competent person. Please
479 refer to NIST O 7100.00 regarding the waiver process.
480

481 (6) A NIST staff member's work shall be immediately stopped if:

482
483 (a) A previously unidentified potential health hazard (including exceedance of an
484 Occupational Exposure Limit – please see Section 6.g) has been found in a
485 workplace; or
486

487 (b) The staff member is not enrolled in the appropriate medical surveillance program as
488 required based upon the potential health hazard to which they may be exposed.
489

490 (7) When identified and confirmed by OSHE's evaluation per section 6.c that medical
491 surveillance is required, then enrollment in the appropriate medical surveillance program
492 shall be a required control measure in the hazard review or job hazard analysis covering
493 the work that will expose the employee to the potential health hazard.
494

495 g. Medical Removal from Exposure
496

497 (1) If medical surveillance results indicate medical removal is required, action must be taken
498 in accordance with the relevant OSHA regulation to either reduce the exposure or remove
499 the staff member from the exposure.
500

501 (2) Medical removal of the staff member shall be recorded as an OSHA Recordable as a
502 Restricted Work Case per NIST S 7101.24.
503

504 h. Training

505 Applicable content shall be added to the NIST General Safety training and the NIST
506 Leadership Training.
507

508 i. Recordkeeping

509

510 (1) OSHE shall maintain all documentation and records in accordance with NIST S 7101.15:
511 *Documents and Records Control.*

512

513 (2) The NGHU is responsible for managing the digital/electronic medical records in the
514 Electronic Health Record system for federal employees.

515

516 (3) The associate's home organization/employer is responsible for maintaining medical
517 records for the associate.

518

519

520 **7. DEFINITIONS**

521 a. Competent Person – An individual capable of identifying existing and predictable hazards in
522 the surroundings or working conditions which are unsanitary, hazardous, or dangerous to
523 employees, and who has authorization to take prompt corrective measures to eliminate them.

524

525 b. Health hazard – A significant occupational hazard that produces an adverse health effect.

526

527 c. Medical Surveillance – A method for detecting disease or body dysfunction before an
528 individual would normally seek medical care. Screening tests are usually administered to
529 individuals without current symptoms, but who may be at high risk for certain adverse health
530 outcomes.

531

532 d. Qualified Person – An individual who, by possession of a recognized degree, certificate, or
533 professional standing, or who by extensive experience/knowledge, training, and experience,
534 has successfully demonstrated his ability to solve or resolve problems relating to the subject
535 matter, the work, or the project. When required, OSHE shall provide the Qualified Person.

536

537

538 **8. ACRONYMS**

539 a. BSHED – Boulder Safety Health and Environment Division

540

541 b. CFR – Code of Federal Regulations

542

543 c. GSHED – Gaithersburg Safety Health and Environment Division

544

545 d. HHE – Health Hazard Evaluation

546

- 547 e. NIST – National Institute of Standards and Technology
548
549 f. NGHU – NIST Gaithersburg Health Unit
550
551 g. OSHA – Occupational Safety and Health Administration at the U.S. Department of Labor or
552 state level
553
554 h. OSHE – Office of Safety, Health, and Environment
555
556 i. OU – Organizational Unit
557

558
559 **9. RESPONSIBILITIES**

- 560 a. OU Directors are responsible for:
561
562 (1) Establishing policies and procedures, as needed, for the requirements of this program to
563 be met as it applies to their employees; and
564
565 (2) Ensuring subordinate managers have the authority, resources, and training needed to
566 implement OU-established policies and procedures.
567
568 b. First-Level Supervisors and Sponsors are responsible for:
569
570 (1) Identifying potential health hazard(s) in workplaces assigned to them;
571
572 (2) Completing and submitting Occupational Hazard Identification Form for New
573 Enrollment in Medical Surveillance Programs, when necessary;
574
575 (3) Requesting an occupational hazard exposure evaluation as necessary;
576
577 (4) Ensuring employees and associates are enrolled in the appropriate medical surveillance
578 program prior to them being exposed to the potential health hazard;
579
580 (5) Immediately stopping work upon determining an employee or associate is exposed to a
581 potential health hazard without being in the corresponding medical surveillance program;
582 and
583
584 (6) Ensuring employees and associates work in accordance with the appropriate practices and
585 protocols listed in the hazard review.
586

- 587 c. Employees are responsible for:
588
589 (1) Notifying their supervisor if they believe they may be exposed to a potential health
590 hazard;
591
592 (2) Notifying their supervisor if they believe their exposure to a potential health hazard has
593 changed;
594
595 (3) As directed by the NGHU, completing all medical forms and tests related to the medical
596 surveillance program(s) they are enrolled in; and
597
598 (4) Working in accordance with the practices and protocols listed in the hazard review.
599
- 600 d. Associates are responsible for:
601
602 (1) Notifying their supervisor or sponsor if they believe they may be exposed to a potential
603 health hazard;
604
605 (2) Notifying their supervisor or sponsor if they believe their exposure to a potential health
606 hazard has changed;
607
608 (3) Ensuring they work with their home organization/employer to complete all medical
609 services and tests related to the medical surveillance program(s) they are directed to be
610 enrolled in; and
611
612 (4) Working in accordance with the practices and protocols listed in the hazard review.
613
- 614 e. The BSHED and GSHED Division Chiefs are responsible for:
615
616 (1) Ensuring medical surveillance programs are developed and maintained as required; and
617
618 (2) Ensuring *Occupational Hazards Identification Form for New Enrollment in Medical*
619 *Surveillance Programs* forms are promptly reviewed;
620
621 (3) Ensuring BSHED and GSHED staff, who serve as competent persons or qualified
622 persons, carry out their duties as identified in the medical surveillance procedures.
623
- 624 f. The Medical Surveillance Program Manager is responsible for:
625
626 (1) Conducting an annual review of this program and updating as necessary; and

627 (2) Ensuring an annual review, and update as necessary, of each health hazard-specific
628 procedure, process, and tools.

629

630

631 **10. AUTHORITIES**

632 There are no authorities specific to this suborder alone.

633

634

635 **11. DIRECTIVE OWNER**

636 Chief Safety Officer

637

638

639 **12. APPENDICES**

640 a. Appendix A. Revision History

641

642 b. Appendix B. NIST 1198 Occupational Hazards Identification Form for New Enrollment in
643 Medical Surveillance Programs

644

645

646

647

Appendix A. Revision History

648

Version	Approval Date	Effective Date	Description of Change
1	12/04/2023	12/04/2023	Initial document

649

650
651

Appendix B. NIST 1198 Occupational Hazards Identification Form for New Enrollment in Medical Surveillance Programs

NIST- 1198 (03-2023) NIST O 7101.00	U.S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY	
<p>OCCUPATIONAL HAZARDS IDENTIFICATION FORM FOR NEW ENROLLMENT IN MEDICAL SURVEILLANCE PROGRAM</p>		
<p>The first line supervisor at NIST is responsible for providing employee safety and health information about the job they will be performing. The supervisor is responsible for discussing with the employee the type of occupational hazards that the employee could be exposed to, enrolling the employee in the applicable medical surveillance program, informing the employee of how to comply with the applicable safety program requirements, and ensuring that the employee complies.</p> <p>The supervisor shall complete this form and submit the completed form via encrypted email to:</p> <ul style="list-style-type: none"> - bshed@nist.gov for staff working on the Boulder campus; or - gshed@nist.gov for staff working on the Gaithersburg campus and all other NIST work locations. <p>prior to an appointee entering on duty or when employee has new duties assigned to them which may expose them to potential hazards identified in Part II of this form.</p>		
<p>I. Employee's Personnel Information (please print or type)</p>		
NAME (Last)	(First)	(Middle)
Campus	Start date (for new employees only)	
OU/Division/Group:	Work (lab) location: Bldg. and room #	Supervisor's name & extension
Job Title (i.e., Chemist, Physicist, Fire Fighter, Maintenance Worker, Administrative Assistant, Program Analyst, etc.)		

Check Specific Job Duties where applicable:

- Construction worker
- Disaster Failure Studies (DFS) responder (full or partial job duties)
- Federal Fire Fighter
- Grounds Crew
- Grounds Shop Crew
- Hazardous Waste Handler (primary duty listed in PD)
- HVAC Shop Crew
- Nuclear Reactor Operator
- Pipe Shop Crew
- Police
- Steam and Chill Water Plant Crew
- Vehicle Operators that require a Commercial Driver's License (CDL)

**II. Employee exposure(s) to potential hazards in work performance (please print or type)
(Check "Yes" or "No" for those potential hazards your worker may be exposed)**

Potential Health Hazard Stressor	Yes	No	Unsure
Asbestos			
Bloodborne Pathogens			
Beryllium			
Cadmium			
Cholinesterase/pesticide applications			
Chromium			

Lead					
Mercury					
Nickel					
Noise					
Other significant respiratory, skin absorption, or exposure hazards:					
Respirable Crystalline Silica (e.g., concrete cutting)					
Sodium Cyanide					
Toluene diisocyanate (TDI)					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Supervisor Signature</td> <td style="width: 40%;">Date</td> </tr> </table>				Supervisor Signature	Date
Supervisor Signature	Date				

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