

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

HQ 3790.1

4-29-83

SUBJECT: OCCUPATIONAL HEALTH PROGRAM

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1. PURPOSE. To set forth the policies and procedures to implement *the* Occupational Health Program for Headquarters employees.
2. SCOPE. The provisions of this order apply to all Headquarters Elements, Including the Federal Energy Regulatory Commission (RC).
3. POLICY. It is the policy of Headquarters to:
  - a. Provide initial diagnosis and treatment of emergency illness or injury that is within the competence of the professional staff and facilities of the health unit whether or not such injury or illness is occupational or nonoccupational in nature.
  - b. Provide health maintenance, fitness for duty, and preemployment examinations, as needed.
  - c. Provide physical, mental, and emotional evaluations to assess the existence of medical conditions, including psychiatric, which may impair performance of duties.
  - d. Provide immunizations as currently recommended by the Department of Health and Human Services, public Health Service Center for Disease Control.
  - e. Provide health service programs in order to maintain the optimum physical and mental health of employees.
  - f. Administer treatments and medications furnished by the employee and prescribed in writing by the employee's personal physician as reasonably necessary to maintain the employee at work.
  - g. Maintain employee health records as medically confidential materials.
4. DEFINITIONS.
  - a. Occupational Injury or Illness. An injury or illness incurred in the performance of duty or proximately caused by employment.

DISTRIBUTION:  
All Headquarters Elements  
Federal Energy Regulatory Commission

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Office of Personnel

- b. Nonoccupational Injury or Illness. An injury or illness incurred during the workday, but not related to or growing out of the performance of duty.
- c. Cardiopulmonary Resuscitation. Combined artificial respiration (mouth to mouth rescue breathing) and artificial circulation (external cardiac compressions) to the victim of cardiac arrest.

5. RESPONSIBILITIES.

- a. Director of Headquarters Personnel Operations (MA-205).
  - (1) Administers the overall Headquarters Occupational Health Program.
  - (2) Ensures compliance with this Order throughout Headquarters.
  - (3) Issues instructions as necessary to administer the program.
- b. Chief of Operations Support (MA-205.1).
  - (1) Evaluates the effectiveness of the program.
  - (2) Conducts or provides for training, as needed, to inform supervisors and managers of the services offered through the program.
  - (3) Provides advice to the servicing Headquarters personnel operations branches concerning any aspect of the program.
- c. Headquarters Medical Officer (MA-205.14).
  - (1) Monitors the overall effectiveness of the Headquarters Occupational Health Program.
  - (2) Provides technical advice and expertise to health unit staffs.
  - (3) Provides professional advice to DOE Headquarters management regarding employees' fitness for duty.
- d. Chief of Occupational Health (MA-205.14).
  - (1) Provides all occupational health services included in the Headquarters Occupational Health Program.
  - (2) Monitors contracts with Government and non-Government providers of health facilities to all Headquarters employees.

- (3) Monitors contracts for services provided under blanket purchase agreements internally for Forrestal Health Unit.
- (4) Maintains occupational injury log for all Headquarters employees.
- (5) Consults and advises supervisors if employees who have reported to the health unit for diagnosis or emergency treatment can return to work, must be detained in the health unit for bed rest or other treatment, or have been referred directly from the health unit to outside medical facilities.

6. OCCUPATIONAL HEALTH PROGRAM FEATURES.

- a. Emergency Treatment. Each Headquarters facility has access to a health unit which:
  - (1) Provides and maintains a professional staff for emergency treatment of employees.
  - (2) Provides medical attention required to prevent loss of life or alleviate suffering until advanced life support is available.
- b. Health Maintenance Examinations.
  - (1) The Health Maintenance Examination Program is available for employees age 40 and over and Senior Executive Service employees only. Biennial examinations of vital signs, statistics, audiometry, pulmonary function, complete laboratory profile, visual acuity, and electrocardiogram are offered on a voluntary basis.
  - (2) Fitness-for-duty examinations are coordinated through the Medical Officer with board certified physicians to determine an employee's physical or mental health status in relation to specific job performance.
  - (3) Preemployment examinations of persons selected for appointment to determine health eligibility for a specific job are also offered.
- c. Health Assessment. Occupational health staff, located in Headquarters health units, will assess employees' health:
  - (1) To protect employees against health hazards.
  - (2) For palliative treatment of minor disorders to enable the employee to complete the workday.
  - (3) For referrals to competent health care practitioners when treatment other than first aid is indicated.

- d. Immunization Program. Certain immunizations are available in the headquarters health units when the Medical Officer is present:
- (1) Required immunizations for international travel.
  - (2) Regular allergy immunizations prescribed by a physician.
- e. Health Service Programs. Several programs are offered through the Headquarters health units as adjuncts to the basic emergency service and examination program.
- (1) Cardiopulmonary Resuscitation Program (CPR). The Headquarters occupational health staff participates in the Federal Pyramid Program for the enhancement of optimum emergency care and offers voluntary training of employees in CPR techniques by certified CPR instructors. A decal identifying each CPR-trained Headquarters employee is affixed to the outside door of the employee's office to facilitate locating CPR assistance in an emergency.
  - (2) Blood Donation Program. The Headquarters sponsors periodic bloodmobiles for voluntary participation by employees. Blood replacement is coordinated with the American Red Cross for employees and their family members requiring transfusions.
  - (3) Hypertension Screening Program. The Headquarters occupational health staff offers ongoing voluntary screening for the detection of high blood pressure. Referrals for treatment are made, as needed, when high blood pressure is detected.
  - (4) Cancer Detection (Breast, Pap, and Pelvic). An ongoing voluntary program for the early detection of cancer of the breast and/or female reproductive organs is also offered in the Headquarters health units. Referral for treatment is made, as needed.
- f. Administration of Medications and Treatments. Medications and/or treatments, prescribed in writing (i.e., allergens, vitamins, hormones, heat, bedrest) by employees' personal physician and supplied by the employee, will be administered as reasonably necessary to maintain an employee at work. The Medical Officer must be present for the administering of allergens.
- g. Medical Records.
- (1) Medical records of individual employees are confidentially maintained under the control of, and for use by, the professional personnel in the health units in conjunction with employee's employment. Upon request, the employee's full medical record will be made available to the employee, with the authorization of the employee's personal physician and the Medical Officer.

(2) The Department of Labor, Office of Worker's Compensation Program investigator, with proper credentials, may be given a transcript of any and all information in an employee's health unit record which pertains to the specific condition under investigation.

h. Health Seminars. The Headquarters occupational health staff conducts periodic health seminars dealing with such employment related topics as stress, alcohol and drug abuse, and diet.

7. EMPLOYEE NOTIFICATION OF OCCUPATIONAL HEALTH SERVICES. On an as-needed basis, the occupational health staff notifies employees of the availability of services (such as high blood pressure screening) and the need for employee participation in programs (such as blood donations). Occupational health announcements to employees are made through the DOE directives system, via articles in the Energy Insider and Health Beat, and on posters displayed in Headquarters building lobbies.



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