

INSTRUCTIONS FOR THE COMPLETION OF THE JOB CONTENT WORKSHEET

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When a JCW is required perform the following steps.

Supervisor

1. Complete page 1, electronically sign where indicated on page 2. Utilize Table 1 to help determine when the listed job functions and potential hazards/exposures should be checked on the JCW. Table 1 is not all inclusive, but provides specific considerations for certain types of job functions and potential hazards/exposures.
2. Submit to the assigned IH/OSH Professional for review and concurrence.

IH/OSH Professional

3. Review page 1 and complete the top half of page 2. Utilize Table 1 to help determine when the listed job functions and potential hazards/exposures should be checked on the JCW. Table 1 is not all inclusive, but provides specific considerations for certain types of job functions and potential hazards/exposures.
4. Ensure the JCW is complete and resolve any discrepancies or concerns with the Supervisor.
5. Electronically sign the JCW on page 2 and return it to the Supervisor.

Supervisor

6. Request the worker review the JCW content.
7. Submit the JCW through the Submittal Process per the J-8.
8. Forward the JCW form to Occupational Medicine (fbphealthservices@adena.org) prior to the scheduled worker examination.

Candidate/Worker

9. Completes candidate section and signs electronically at medical prior to FFD determination examination.

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Job Function or potential Hazard/Exposure from Job Content Worksheet	Check when....	Medical Surveillance Content
Ability to quickly evacuate work location	Work in areas where emergency situations could drive the need to quickly evacuate. This typically would be in work areas where hazardous gases could be released, criticality events or large fires could occur.	Traverse 100 yards expeditiously, unassisted, without stopping
Exertion Level – Light	Lift \leq 20 lb. or frequent lift/carry <10 lb.	Demonstrate ability to lift weight
Exertion Level – Moderate	Lift \leq 50 lb. or frequent lift/carry <25 lb.	Demonstrate ability to lift weight
Exertion Level – Heavy	Frequent lift/carry <50 lb.	Demonstrate ability to lift weight
Exertion Level – Very Heavy	Reserved: Lift >100 lb. or frequent lift/carry >50 lb.	Not permitted under current hazard controls
DOT/CDL Driver	Drivers of Commercial Motor Vehicles	DOT Exam (minimum every 24 months)
Crane Operation	Operators of cranes	Vision screen, drug test
Respiratory Protection (Negative Pressure, Powered Air Purifying, Airline, Self-Contained Breathing Apparatus)	Any use of respiratory protection	Initial/annual; SOMD discretion (minimum Part 1 Respirator Questionnaire, pulmonary function test)
Hearing Protection	Exposure to noise levels as an 8-hour time-weighted average (8-TWA) of \geq 85dBA	Baseline, annual audiogram
Non-Destructive Testing Inspection	Inspectors designated by Quality Assurance	Visual acuity, color examination

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Job Function or potential Hazard/Exposure from Job Content Worksheet	Check when....	Medical Surveillance Content
Temperature Extremes	Workers who are routinely exposed to temperature extremes or who wear full body personal protective equipment	Initial/annual exam, review of health history
Bloodborne Pathogens	Occupational exposure to blood or body fluids visibly contaminated with blood	Hepatitis B Vaccine (at employee's discretion)
Lead	Exposure > 30µg/m ³ as 8-TWA >30 days/year without regard to respirator use	Exam & baseline blood lead/ZPP levels (periodic based on-air sampling results.)
Arsenic	Exposure >5 µg/m ³ as 8-TWA ≥ 30 days/year without regard to respirator use	Physical exam and chest x-ray, initial/annual/termination
Crystalline Silica	Use of respiratory protection for silica exposure ≥ 30 days per year	Chest x-ray, lung function tests every 3 years
Asbestos	Any exposure or potential for exposure >Permissible Exposure Limit without regard to respirator use	Initial/annual/termination (minimum of an exam and asbestos questionnaire, chest x-ray)
Beryllium	RESERVED- Exposure to airborne beryllium	RESERVED - Historical exposure monitoring indicates no airborne beryllium exposures
HAZWOPER	Designated as a HAZWOPER/ HAZMAT/TSD worker (refer to memorandum FBP-IOM-ESH&Q-19-0057)	Initial/annual/termination exam
Chromium (VI)	≥2.5 µgm/m ³ 8-twa ≥30 days a year without regard to respirator use	Initial/annual/termination exam. Review of health history, skin, respiratory tract
Other	Substance Specific (consult OSHA and ACGIH exposure limits)	As determined by exposure potential