



February 6, 2004

Department Heads and Supervisors  
University of Miami

Dear Department Head or Supervisor:

The Office of Environmental Health and Safety's (EHS) mission is to help the University continuously improve its compliance with safety and environmental regulations by providing support, training and compliance monitoring of these regulations in an effort to avoid occupational, biological, and chemical hazards. As a result of certain employees' job duties and to ensure that employees are able to remain continuously employed, training, screenings and vaccinations are mandatory. Your employees are to attend training programs and be screened or vaccinated no later than 10 days from their hire date, position change date or transfer date. If your employees have not attended required training or received required screenings or vaccinations, EHS or the Office of Professional Development and Training will advise you when your employee is scheduled for training, screening or vaccinations. Failure to complete the required training, immunizations and TB screening within the 10-day period may result in non-compliance with federal law. Accordingly, after notice from EHS, the Office of Human Resources will be working with departments to ensure employees are not working past the 10-day period if they have not complied with these requirements.

**All employees must report to the Employee Health Office within 10 days of hire, position change or transfer.**

Environmental Health and Safety provides training in Bloodborne Pathogens, Tuberculosis, Latex Allergy, and Biomedical Waste; Laboratory Safety and Hazardous Waste; Office Ergonomics Task Analysis; Shipping Hazardous Materials; Basic Laser Safety; Asbestos Awareness; and Basic Fire Safety. For more information on the training we provide, please go to [www.miami.edu/ehs](http://www.miami.edu/ehs) and then 'training'.

The Employee Health Office is an office within Environmental Health and Safety located on the Medical Campus. At the Employee Health Office, the employee is evaluated for the following mandatory requirements: TB Screening; Hepatitis B Vaccine; Training; Contact with Research Animals Evaluation; and Respirator use. For an explanation of these requirements, please see the back of this form- "Overview of the Employee Health Office Mandatory Requirements".

The Employee Health Office is located on the Medical campus, Dominion Tower, 4<sup>th</sup> floor, Suite 405. Locator code: R-23. Dial "03" on the wall phone on the 4<sup>th</sup> floor for entrance to the office. Telephone: 305-243-3400. FAX 305-243-3272. Office hours: Monday-Friday: 9 am to 1 pm.

**Thank you for your cooperation in making the University a safe place to work. If you have any questions please call Charles F. Gottlieb, Ph.D., Director of EHS at 305-243-3400 for any more information.**

Respectfully yours,

A handwritten signature in black ink, appearing to read "Luis Glaser".

Dr. Luis Glaser  
Executive Vice President and Provost

A handwritten signature in black ink, appearing to read "John G. Clarkson".

John G. Clarkson, M.D.  
Senior Vice President for Medical Affairs and  
Dean, School of Medicine

## Overview of the Employee Health Office Mandatory Requirements

### 1) **TB Screening**

For all employees working on the medical campus; having contact with patients on a routine basis; working in areas where the ventilation is shared with patient care areas; and working with human subjects from high prevalence groups in research or clinical trials.

TB screening is done on Monday, Tuesday and Wednesday from 9:00 AM - 1:00 PM.

NO TB screening is done on Thursday and Friday due to the weekend. NO APPOINTMENT IS NECESSARY. If these times are inconvenient, please contact Employee Health Office at (305) 243-3400.

### 2) **Hepatitis B Vaccination**

The hepatitis B Vaccine is offered to employees who have contact with blood or other potentially infectious materials. The department will be charged for the vaccine and the Hepatitis B Titer Level. The complete series consists of three vaccines and a titer level. In rare cases, the series may have to be repeated and another titer level done.

The schedule is as follows:

Day One: Dose 1

In one month: Dose 2

5 months from Dose 2: Dose 3

2 months from Dose 3: Titer level.

Please note: According to OSHA's Bloodborne Pathogens Standard 29CFR 1910.1030 "Hepatitis B vaccination shall be made available after the employee has received the training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons."

### 3) **Training: Please ensure that the employee completes the required training as scheduled.**

#### • **Bloodborne Pathogens, Biomedical Waste, TB, Latex Allergy Initial Training**

For employees who have contact with blood or other potentially infectious materials.

The supervisor completes the EHS training checklist. The training checklist will be forwarded to both EHS and Professional Development and Training Office (PDTO) by Human Resources. PDTO will then notify the supervisor of the training dates for the employee.

An annual update (Bloodborne Pathogens, Biomedical Waste, TB, and Latex Allergy ANNUAL Update) is due every twelve months thereafter. Call PDTO at 305-243-3090 to register for training or register ON-LINE at [www.miami.edu/development-training](http://www.miami.edu/development-training)

#### • **Occupational Health and Safety Training**

For employees whose work duties involve contact with research animals. This is an ON-LINE Training. Register for the Occupational Health and Safety Training at [www.miami.edu/acucereg](http://www.miami.edu/acucereg). This training is repeated every three years.

### 4) **Contact with Research Animals**

For all employees whose job duties involve contact with research animals.

First, complete the Acknowledgement Form. If the employee ACCEPTS Participation, then the following additional forms are required:

Baseline Medical Surveillance Questionnaire Form and the Consent Form for Occupational Health Program.

If the employee DECLINES Participation only the Acknowledgement Form is required.

Retrieve forms at [www.miami.edu/employee-health](http://www.miami.edu/employee-health). Forward these forms to the Employee Health Office and a copy of the Acknowledgement form to ACUC. These forms are completed ONCE unless there is A) a change in the hazards or animals to which you are exposed; B) change in your health status; C) you previously declined and would like to accept participation or vice-versa.

### 5) **Respirator Use**

Contact Environmental Health and Safety at 305-243-3400 for guidance regarding respiratory protection requirements. An employee must be fit tested and trained prior to wearing the N95 respirator (e.g. for contact with TB or SARS patients) and annually thereafter.

The following steps explain this process:

1<sup>st</sup>: A Respirator Medical Evaluation Questionnaire (retrieve form at [www.miami.edu/employee-health](http://www.miami.edu/employee-health)) is completed by the employee and then forwarded to Employee Health Office.

2<sup>nd</sup>: After review of this questionnaire it will be determined if the employee is approved for fit testing or require further medical evaluation such as a physical exam. The employee may be referred to an occupational medicine physician. If this occurs, the department will be charged for this evaluation.

3<sup>rd</sup>: If the employee is approved for fit testing they are required to attend a training class in the use of the respirator and then scheduled for fit testing. Please note: Fit testing and Training in the use of the respirator is done annually.