



CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION
Safety Directive #A-6 Revision #1 February 20, 2006

Title: **Occupational Health Services**

Purpose: Describe means for employees to acquire occupational health and medical services.

Introduction: Initial medical evaluations prior to the start of new job assignments/positions are necessary to prevent the likelihood of injuries or illnesses for the specified job duties. Employees of the City of Philadelphia who are injured on the job are to be evaluated and treated, where appropriate, at the City's industrial health clinics (i.e. - designated medical service providers). The location of these clinics must be prominently posted in City workplaces. Some workers exposed to hazardous materials and conditions are also provided with medical surveillance and exams to mitigate work-related injuries or illnesses. Ongoing wellness programs also educate and encourage employees to become a healthier workforce.

A. Worker Compensation and Injured-on-Duty (IOD) workers

1. Workers reporting for treatment at the City's compensation clinics with work-related health and safety concerns are also free to report any workplace safety concerns to the physician or health professional that they see there.
2. These professionals are to pass the concerns on to the medical director of their facility. The facility's medical director must then report these issues to Risk Management's medical director and/or the City's Third Party Administrator (TPA) for workers compensation and Regulation 32 IOD benefits.
3. Employees at the TPA must then report these concerns to the City's Risk Management Division and the Safety and Loss Prevention Unit.

B. Specific Vocational Exposures

1. Workers identified by departmental safety officers and the Risk Management Division as having a known occupational exposure to a chemical, biological, or radiological agent may be required to participate in a program of medical testing. These medical surveillance programs will be coordinated either through the Health Department's Employee Medical Services Division, Medical Evaluation Unit (MEU) at 19th & Fairmount Streets or a department's contracted medical provider / testing company.
2. Employees working in departments, who participate in a program of medical testing, may report to the MEU with work-related health concerns. These concerns should be evaluated by the MEU with recommendations for improvements of health and safety practices made to the relevant departments.

C. Worker Health Programs

The Employee Medical Services and Central Personnel provides pre-placement medical exams, periodic medical surveillance for job-related exposures, vaccinations and immunizations, and wellness programs such as smoking cessation and weight control to departmental and City-wide worker populations, as may be appropriate.

D. Employee Assistance Programs

Employees in many City Departments have available to them Employee Assistance Programs. These programs provide many employees with counseling information and referrals for concerns that they may have related to their physical, mental, emotional, and social well-being.

E. Record Keeping

Information on employees' injuries and illnesses will be kept by the City's TPA. Medical Surveillance records of employees for workplace exposures must be kept for the duration of employment, plus 30 years.