

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: RISK MANAGEMENT/OCCUPATIONAL HEALTH CLINIC**

**SUBJECT: MEDICAL MONITORING**

**PPM #: CW-P-001**

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**ISSUE DATE**  
**May 10, 2024**

**EFFECTIVE DATE**  
**May 10, 2024**

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**PURPOSE:**

To ensure Board of County Commissioners (BCC) candidates for employment and current employees are physically able to perform the essential functions stated in various job descriptions. Post-offer, annual, and periodic exams are provided by the Occupational Health Clinic (OHC).

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of Risk Management.

**AUTHORITY:**

- Florida Statutes, Chapter 440, Workers' Compensation, as may be amended
- United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) regulations, as may be amended
- United States Department of Labor, Occupational Safety and Health Administration (OSHA) regulations, as may be amended
- Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health (NIOSH) regulations, as may be amended
- 42 U.S.C. § 12101, et seq., Americans with Disabilities Act (ADA), as may be amended
- National Firefighters Protection Agency (NFPA) Codes and Standards, as may be amended
- 42 U.S.C. § 12631, et seq., Family and Medical Leave Act (FMLA), as may be amended.
- Countywide PPM CW-O-004, as may be amended
- Countywide PPM CW-P-002, as may be amended

**POLICY:**

When required, candidates selected for employment with the BCC are given a post-offer physical exam. In accordance with the ADA, all candidates receive the same basic physical and questionnaire. Safety sensitive positions requiring a Department of Transportation, Commercial Driver's License (DOT/CDL), or the use of personal protective equipment, are given additional

testing to comply with OSHA, NIOSH, NFPA, DOT, and Federal Grant requirements. These physicals are OSHA, NIOSH, NFPA, DOT, and Federal Grant requirements. These physicals are scheduled by the Human Resources Department (HR).

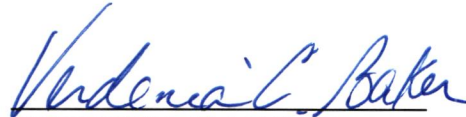
Annual and periodic exams are provided to employees who require monitoring to comply with State and Federal regulations, physical requirements, and potential hazardous exposures as stated by OSHA, NIOSH, DOT, and NFPA. These exams are scheduled and completed by the OHC nursing staff and County Physician. The department and/or employees are responsible for ensuring that required annual and periodic exams are completed.

Employees sustaining a work-related injury/illness are required to report to the OHC as soon as possible to receive treatment and appropriate benefits in accordance with Florida Workers' Compensation Law. Refer to PPM CW-P-002 for further information regarding Workers' Compensation.

**FUNCTION:** The OHC is a section of the Risk Management Department operating under the medical supervision of the County Physician and the administrative supervision of the Occupational Health Clinic Manager, both reporting to the Director of Risk Management. The OHC, staffed by registered nurses, is open Monday through Friday from 7:30am to 5:00pm, and closed from 12 noon to 1:00pm.

The Occupational Health Clinic provides:

- a) Post-offer, annual and periodic exams;
- b) Assessment, treatment, referral, and monitoring of work-related illness/injury;
- c) Assistance in rehabilitation and returning injured employees to work as mandated in Chapter 440, Florida Statutes;
- d) Assist employees having personal injury/illness that may require an extended absence
- e) Immunizations for potential exposures (eg., Hepatitis B, Rabies); and
- f) Medical monitoring for work-related and non-work-related issues.

  
**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History:**

1. PPM# CW-P-001, effective 7/01/1988
2. PPM# CW-P-001, effective 11/01/1992
3. PPM# CW-P-001, effective 2/01/1993
4. PPM# CW-P-001, effective 3/12/1999
5. PPM# CW-P-001, effective 2/23/2011
6. PPM# CW-P-001, effective 12/06/2016