



Manitoba Operations
STANDARD PROCEDURE INSTRUCTION

Title		SPI
Health Screening and Medical Surveillance		36-1
Department	Supersedes SPI Dated	Effective Date
Safety, Health & Environment	New	November 22, 2010

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1. **PURPOSE**

The primary purpose of the medical surveillance program is to identify potential medical conditions that could lead to an occupational disease. Based on the type of work being performed, including consideration of factors such as the duration of the task, the materials being used, and the potential for exposure, medical surveillance is required for the job.

2. **CONTEXT**

Appropriate and effective medical surveillance will be provided for all workers who, as a part of their normal work activities, are potentially exposed to hazardous agents or conditions at levels that can cause adverse health effects.

This procedure describes the responsibilities, requirements, and procedures for obtaining medical surveillance for those individuals who fall within the prescribed criteria.

This procedure is designed to provide screening and surveillance for occupationally related risks and should not be relied upon for overall general health assessment or maintenance.

3. **SCOPE**

This SPI applies to all employees of Vale, Manitoba Operations.
The Manitoba Operation's employee Health Screening & Medical Surveillance Program may include either (a), (b) or (c).



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a. Required by Law-Mandatory Medicals

As per the Mines Regulation MR 228-94, mandatory work groups such as the Hoist Operators have to go for a Health Screening & Surveillance every year.

b. Recommended by Law

As per the fibrogenic dust exposure worker's medical screening guideline it is recommended that employees be scheduled for medical screening every two years. As per Manitoba Regulation 228/94 Section 50 (1) Medical Examinations and Health Surveillance, no medical examination of a worker may be carried out without the worker's consent.

c. Voluntary

For work groups that do not fall under 4 (a) or 4 (b) can participate in the medicals program if they choose to.

This procedure applies to the biennial development of a schedule for Health Screening and medical surveillance of Manitoba Operations employees and to the non-routine initiation of medical surveillance.

4.0 REQUIREMENTS

4.1 Industrial Hygiene Coordinator

4.1.1 Complete Risk Assessment for all identified hazards and review results of site risk assessment

4.1.1.1 Define the area, substance and hazard of concern

4.1.1.2 Consult with area management, joint health and safety committee and employees

4.1.1.3 Determine the concentration, toxicological effects, exposure monitoring (if any), controls (if any)

4.1.1.4 Review scientific literature for established methods

4.1.1.5 Consult with Chief Medical Officer, Corporate Industrial Hygiene Manager, Regional Medical Officer and other professionals or experts as necessary or as required.



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- 4.1.1.6 Compile a list of Similar Exposure Group (SEG) that requires medical surveillance based on the risk assessment. Review the risk assessment results and the accumulated exposure information with Safety Facilitator (SF) and area joint health and safety committee co-chairs
- 4.1.2 Distribute the list to Safety Facilitators
- 4.1.3 Assist area management with education and coaching of employees to attend medical surveillance

4.2 Occupational Medicine Department

- 4.2.1 Forward the required by law Medical Surveillance employee list to Safety Facilitator for updating one month (1) prior to medical surveillance beginning
- 4.2.2 Receive final list of employees from Safety Facilitator
- 4.2.3 Schedule employees for appropriate medical surveillance
- 4.2.4 Inform Manitoba Operations Mine/Plant Manager if employee is non-compliant with request for medical surveillance under section 4 (a)
 - 4.2.4.1 Employee will be given 1 reminder and 1 month to make an appointment
 - 4.2.4.2 After 1 month, notice of non-compliance will be sent to the Manager of Mines/Plants, Safety Facilitator and Safety, Health and Environment Manager
- 4.2.5 All abnormal results will be reviewed with the employee and forwarded to the family (or appointed) physician for follow up
- 4.2.6 All confirmed occupational diseases discovered during this process will be reported to the Chief Occupational Medical Officer as per legislation
- 4.2.7 All medical data on current personnel shall be filed alphabetically in the Occupational Medicine Department. At the end of current plus one year the terminated files will be transferred to Records Storage and kept for 100 years.
- 4.2.8 Charts will be identified as Required by Law-Mandatory Medicals, Recommended by Law and Voluntary

4.3 Employees

- 4.3.1 Attend medical appointments as requested
- 4.3.2 Once employee enters program there is no exit for employees covered in



section 4(a)

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4.4 Safety Facilitator

- 4.4.1 Obtain list of Similar Exposure Group (SEG) risk groups from Industrial hygiene Coordinator
- 4.4.2 Prior to health screening scheduling date, obtain current employee master list and BID codes.
- 4.4.3 Request hour allocation with Similar Exposure Group (job title) codes from IT, HR and time clerks (bonus system)
- 4.4.4 Review list of employees that meet criteria of the Fibrogenic Dust Guidelines (100 hours of accumulated work exposure per one year of service)
- 4.4.5 Enter employee list on spreadsheet (template), which shall include employee name, (Similar Exposure Group (job title), BID job code, number of hours (broken down if changes job or job location in current year), total number of hours if meets or exceeds 100 hours accumulated exposure.
- 4.4.6 Forward list to Industrial Hygiene Coordinator for final review and distribution.

4.5 Non-routine Medical Surveillance responsibilities

As a result of changes in conditions in an operating area such as:

- Change in process causing a change in risk of exposure
- Change in process causing a new hazard
- Failure of a control(s) that causes a spill, leak or other potential overexposure to a hazard

The operating area, in consultation with the JHSE committee, will contact the Industrial Hygiene Coordinator and request a risk assessment.



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Approved By	Title
	General Manager, Manitoba Operations
Date	