

## **APPENDIX C**

### **DEFINITIONS, GUIDELINES, AND PROCEDURES FOR PREPARING AND CONDUCTING THE NOHSM QUESTIONNAIRE**

This appendix contains the definitions, guidelines, and procedures which the NOHSM surveyor followed for preparing and conducting the questionnaire, but these guidelines were not given to mine management. The information pertaining to each of the questions in this appendix is organized in the following manner:

**Question** Repeats the question and possible responses, as shown on the questionnaire.

**Intent** The purpose of the question, in terms of the information to be elicited from management.

**Definition** The explanation of the key terms or concepts in connection with the question.

**Procedure** Under this optional heading will be found the detailed instructions that may be necessary to properly fill out the more complicated portions of the questionnaire.

**Inclusions** Explanations and/or examples of situations, conditions, events, etc., to be included as the possible response(s).

**Exclusions** Explanations and/or examples of situations, conditions, events, etc., to be excluded as the possible response(s).

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### Question

1. Card Code 1
2. Revision Code Q 1 Q  
Surveyor ID \_\_\_\_\_
3. Date Survey Started                   (mo/day/yr)  
M M D D Y Y
4. Facility Identification Number                    
1 2 3 4 5 6

### Intent

To specifically identify the NOHSM surveyor, the date that the survey was begun, and the unique facility surveyed.

### Definitions

The **card code** is preprinted in item number 1, and identifies the record format to be used in computer processing of the Part I questionnaire. The **revision code** is pre-printed in item number 2, and identifies the Part I questionnaire as a NOHSM form. The **surveyor ID**, **date survey started**, and **Facility Identification Number (FID)** are as previously defined.

### Inclusions

This data is entered for all facilities surveyed.

### Exclusions

Not applicable.

### Procedures

Not applicable.

**APPENDIX C (CONT.)  
GENERAL FACILITY INFORMATION**

**Question**

5. Rank the commodities produced at this facility from highest production to lowest production based on the number of tons mined or processed per year.

Commodity Rank	Commodity Name	SIC Code
1	_____	-----
2	_____	-----
3	_____	-----
4	_____	-----
5	_____	-----
6	_____	-----
7	_____	-----
8	_____	-----

**Intent**

To determine the major commodities being produced at this facility.

**Definitions**

Commodity names are listed in Appendix C, Table C1.

**Procedures**

Only use commodity codes listed in Appendix C, Table C1. If the mine management lists a commodity not listed in Appendix C, Table C1, then have them select the most appropriate commodity from Appendix C, Table C1. If a commodity cannot be selected from Table C1, then record the name given by mine management, and code a "99998" under the SIC Code column indicating that the commodity SIC code is unknown. Record the name of the commodity with the highest production rank in the row labeled Commodity Rank 1, the commodity with the next highest rank in the row labeled Commodity Rank 2, etc. **PRINT ALL WORDS IN CAPITAL LETTERS.**

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**TABLE C1**

**MSHA SIC CODES AND ASSOCIATED MINERAL COMMODITIES**

<b>MSHA SIC CODE</b>	<b>MINERAL COMMODITY</b>	<b>MSHA SIC CODE</b>	<b>MINERAL COMMODITY</b>
28191	Alumina (Mill)**	10990	Metal Ores, NEC+
10510	Aluminum Ore**	14994	Mica
10991	Antimony*	10615	Molybdenum
14591	Aplite	10616	Nickel*
14991	Asbestos	14990	Nonmetallic Minerals, NEC+
14720	Barite	13112	Oil Sand*
10992	Beryl	13111	Oil Shale
14741	Boron Minerals	14995	Peat (Before 1979)*
28193	Bromine*	14996	Perlite
14592	Brucite*	14750	Phosphate Rock
32410	Cement	14792	Pigment Mineral
14790	Chemical and Fertilizer, NEC*+	10993	Platinum Group
10611	Chromite*	14742	Potash
14590	Clay, Ceramic & Refractory, NEC**+	14740	Potash, Soda & Borate Minerals, NEC*+
14550	Clay (Common)**	14997	Pumice
14530	Clay (Fire)**	14793	Pyrites
11110	Coal, Anthracite	10994	Rare Earths
12110	Coal, Bituminous	28992	Salt (In Brine)*
10612	Cobalt*	28991	Salt (Evaporated)
10613	Columbium - Tantalum*	14760	Salt (Rock)
10210	Copper Ore	14410	Sand & Gravel
14593	Feldspar	14292	Sandstone (Crushed & Broken)
10610	Ferrous Ores*	14114	Sandstone (Dimension)
14730	Fluorspar	14596	Shale (Common)
14531	Garnet*	14295	Silica Sand*
14992	Gemstones	10440	Silver Ores
14993	Gilsonite	14293	Slate (Crushed & Broken)
10410	Gold (Lode and Placer)	14115	Slate (Dimension)
14230	Granite (Crushed & Broken)	14744	Sodium Compounds
14111	Granite (Dimension)	14290	Stone, Crushed & Broken, NEC+
14920	Gypsum	14110	Stone, Dimension NEC+
28190	Industrial Chemicals, NEC*+	14794	Strontium*
10110	Iron Ore	14770	Sulfur*
14594	Kyanite	14960	Talc, Soapstone & Pyrophyllite
10310	Lead and/or Zinc Ore	10995	Tin Ore*
29900	Leonardite	10996	Titanium
32740	Lime	14294	Traprock (Crushed & Broken)
14220	Limestone (Crushed & Broken)	14116	Traprock (Dimension)*
14112	Limestone (Dimension)	14743	Trona
14791	Lithium	10617	Tungsten*
14595	Magnesite	10941	Uranium
10614	Manganese	10940	Uranium - Vanadium Ores
14291	Marble (Crushed & Broken)	10942	Vanadium
14113	Marble (Dimension)	14998	Vermiculite
10920	Mercury	10997	Zircon

\*NOTE: Commodity inactive during the NOHSM survey period. MSHA SIC Source is the technical documentation for the MSHA address and employment file.

\*\*NOTE: NIOSH combined the Alumina (Mill) and Alumina (Ore) commodities into one commodity, Aluminum; and the three clay commodities into one commodity, Clay.

+NOTE: NEC represents Not Elsewhere Classified.

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**Question**

6. Identify the most advanced processing state for each commodity that is shipped from the facility by its state of processing, according to the following system:

	<b>Commodity Rank</b>	<b>Processing State</b>	<b>Specify Other</b>
<b>A</b> Raw Ore (no milling or preparation)	1	—	_____
<b>B</b> Crushed	2	—	_____
<b>C</b> Ground	3	—	_____
<b>D</b> Concentrated (cleaned)	4	—	_____
<b>E</b> Roasted	5	—	_____
<b>F</b> Other	6	—	_____
	7	—	_____
	8	—	_____

**Intent**

To characterize the extent of processing applied to the commodities listed in response to Question #5.

**Inclusions**

Many commodities have terms more specific to certain types of processing. Enter any term preferred by the company as code **F** and record the term on the blank line provided labeled as *"Specify Other"*.

**Exclusions**

None

**Procedures**

For each ranked commodity listed in Question #5, enter the most advanced processing code (A-F) for that commodity. All commodities may not be processed to the same degree. Record only the processing state of the commodity being processed at the time of the survey. If they are not currently processing a commodity at the time of the survey, record what they last processed.

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### Question

7. Approximately how many years has this facility been involved in any mining or milling activity?

\_\_\_ \_\_\_ Years (If "unknown" code "998")

### Intent

To determine the length of time that this facility has been used for the same basic type of work.

### Definitions

**This activity** is not restricted to the current major activity at the facility. For example, if the facility began as a mine in 1930, but in 1950 a major mineral processing plant was built, and today 80% of the activity revolves around the mineral processing plant, then use the 1930 date in calculating the years of activity.

### Inclusions

In the situation where information is not available as to how long this activity has been carried out in this facility, use the earliest date indicated by the person who is being interviewed.

### Exclusions

Not applicable.

### Procedures

Always round up to the nearest whole number. For example, if the response is given as 3.25 years, enter the number as "4".

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### Question

8. Record the approximate number of workers currently employed in each of the following types of subunits, by shift, divided by production and maintenance.

Subunit Name	PRODUCTION (SHIFTS)				MAINTENANCE (SHIFTS)			
	1	2	3	4	1	2	3	4
Underground mining	---	---	---	---	---	---	---	---
Underground shop	---	---	---	---	---	---	---	---
Underground mill	---	---	---	---	---	---	---	---
Open pit	---	---	---	---	---	---	---	---
Surface shop operation	---	---	---	---	---	---	---	---
Surface crushing operation	---	---	---	---	---	---	---	---
Surface grinding operation	---	---	---	---	---	---	---	---
Surface flotation and reagents	---	---	---	---	---	---	---	---
Surface miscellaneous	---	---	---	---	---	---	---	---
Surface mill operation	---	---	---	---	---	---	---	---
Coal preparation plant	---	---	---	---	---	---	---	---

### Intent

To describe the employment pattern of the major subunits of the facility from the viewpoint of the management personnel being interviewed. To guide the surveyor during the walk-through as to the major subunits and the numbers of production and maintenance workers and shifts at each subunit. To assist the surveyor in determining whether more than one shift must be surveyed. This information is to be used during the computer editing of the walk-through data to ensure all locations have been surveyed, and all of the workers have been accounted for at each location.

### Definitions

**Shift** is defined as the working period for the employees and may be more or less than eight hours in length per day.

**Production** shifts are those shifts during which material is being mined, and the workers assigned to the production category are primarily involved in production activities, although they may perform minor maintenance tasks.

**Maintenance** shifts are those shifts during which machinery is being repaired, lubricated, and prepared for production activities. If the maintenance shift normally performs these functions during the first part of the maintenance shift, and then produces a product, then the shift should be coded as a maintenance shift.

**Open Pit** includes all types of surface mines.

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### Procedures

Enter the response given by management in response to this question. Enter nothing for any subunits with no employees on one or more shifts. For those facilities that have unusual shifts (e.g., four-day work week or three-day work week), explain the irregularities on the back of a Part III form. Code all shop operations under production unless the shift is a maintenance shift.

### Question

9. How many people are on your payroll for all shifts at the present time? Include all production, maintenance, and administrative workers.

Males	— — — —
Females	— — — —
Total	— — — —

### Intent

To determine the total number of employees working in the facility being surveyed, and to determine the number of males and females.

### Definitions

**People**, as used in this question, refers to employees of the facility who are paid directly by the facility. This definition includes members of labor organizations who are working under union contract between the mining company and the union.

### Inclusions

Include full-time and part-time personnel who are **paid directly by the facility**. Include maintenance and repair personnel and janitorial staff. Include **individual** consultants working directly for the facility. Include those personnel who may work solely on a commission basis. Include contract workers who are a part of routine mine operations. Include administrative personnel assigned to the facility being surveyed.

### Exclusions

Do **not** include persons working at another mine site, if that site is not a part of the facility being surveyed.

### Question

10. Has this facility any formal agreement with the employees concerning occupational health?

1 Yes  
2 No

### Intent

To assist in determining the relationship between agreements concerning occupational health and the existence of health services.



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### Definitions

An **agreement** is any document formally agreed upon with employees or their designated representative.

### Inclusion

Union and non-union related agreements.

### Exclusions

Any agreement which is not written and signed by representatives of both parties to the agreement.

## MEDICAL SERVICES

### Question

11. Is there a formally established health unit at this facility?

- 1 Yes, physician in charge
- 2 Yes, registered nurse in charge
- 3 Yes, licensed practical nurse in charge
- 4 Yes, other in charge
- 5 No

### Intent

To determine if there is a company policy to maintain basic health resources or capabilities at the facility site.

### Definitions

**Health unit** suggests that a specific work area or portion of the facility has been reserved solely for the examination and/or treatment of employees and that there is a permanent staff (either full-time or part-time) responsible for operating this unit.

**Physician** refers to a person who possesses a state or federal government-recognized medical degree, such as an M.D. or D.O., and is licensed to diagnose and treat diseases and disorders of the human body or a particular disease, age, or occupation group.

**Registered Nurse (RN)** is a person meeting the educational, legal, and training requirements to practice as required by a state board of nursing.

**Licensed Practical Nurse (LPN)** is a person who meets the requirements of the state for such a designation, and is licensed by the state.

**Facility being surveyed** means all mine property covered by the MSHA mine identification number assigned to this facility.

### Inclusions

When more than one response applies, use the lowest applicable code number. For example, if a physician is in charge two days a week and a nurse is in charge the other days, code the response as "1".

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### Exclusions

Do not count, as a health unit, a resting room that is reserved for female employees as required under certain federal and/or state regulations. Exclude the situation where a room is used to store first-aid supplies and no one is assigned the responsibility for providing health care to employees. Do not include situations where rooms are reserved for specific purposes other than basic health care (for example, a room used **only** for audiometric testing).

### Procedures

If a “*paramedic*” is in charge, then “4” should be coded.

### Question

12. Do you have on your payroll one or more on-site physicians to give your employees medical care?

- 1 Yes, full-time
- 2 Yes, part-time
- 3 No

### Intent

To determine if the facility employs a physician for the purpose of providing the employees with access to the care of a physician.

### Definitions

**Physician:** See Question #11.

**Full-time:** At least one individual on duty during **all** hours of operation of the facility.

**Part-time:** At least one individual is designated, but such individuals are not on duty during **all** hours of operation of the facility.

### Exclusions

Exclude all physicians who are not engaged in the direct provision of medical services to the employees. Do not include any physicians whose primary responsibility is other than direct health care. Exclude all physicians provided by a third-party provider under contract to the facility.

### Question

13. Do you have a formal arrangement with any outside source (physicians or clinics) to give your employees access to the care of a physician for health-related problems (as opposed to care for traumatic injury)?

- 1 Yes, physician will travel to this facility on call
- 2 Yes, at clinic (not at this facility)
- 3 Yes, physician is based at this facility either full- or part-time
- 4 No

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### Intent

To determine if formal arrangements for medical care are provided for facility employees and the type of arrangements used in the provision of such care.

### Definitions

**Physician:** See Question #11.

### Inclusions

Include **only** those arrangements made by the facility's management. If more than one arrangement was made, use the arrangement with the lowest coding number. For example, if it is determined that a physician will travel to the facility on call and that a formal arrangement exists with an outside clinic, the proper response is "1". A medical center should be considered a clinic. Include general health programs such as mental health and substance abuse.

### Exclusions

Do **not** include medical service arrangements provided by unions, associations or other groups unless a formal arrangement exists with the facility's management. Exclude emergency treatment in a hospital. Exclude Blue Cross/Blue Shield type third-party payment plans. Exclude arrangements required by regulation, such as the NIOSH mandated X-ray program for coal miners.

### Procedures

If the facility has no direct formal arrangement with a physician (codes 1, 2, or 3), but does, as a policy, pay medical bills incurred by employees at a physician **of the employee's choice**, then code "2" (yes, at clinic) is the proper response.

### Question

14. Estimate the average number of physician hours that are devoted to the care of employees at your facility per week.

\_\_ \_\_ \_\_ hours per week (If "unknown" code "998")

### Intent

To determine the aggregate level of physician effort provided to the facility.

### Definitions

**Physician:** See Question #11.

### Inclusions

When Question #12 is answered by Code 1 or 2, include an average weekly figure based upon the last 12 months or the best available estimate.

Include the physician hours, if available, spent with the employees when the response to Question #13 is either Code 1, 2, or 3. If the response to Question #13 is Code 2 due to a facility

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policy of paying the medical bills incurred by an employee with a physician of the **employee's** choice, the company is at least indirectly aware of physician hours devoted to the employees of the facility, resulting in a positive numerical response to this question.

### Exclusions

Do **not** include times spent by physicians in the facility, other than that spent caring for the employees. For example, physicians involved in medical research would not be counted.

### Question

15. Does this facility have one or more nurses on the payroll to provide care for employees?

- 1 Yes
- 2 No (Code a "0" in the blank for N/A in question 16)

### Intent

To determine if nursing services are available to employees on a regular basis through direct employment of a nurse or nurses.

### Definitions

**Nurse (RN and LPN):** Defined in Question #11.

**Regular basis** refers only to situations where a nurse is scheduled to be on duty at periodic intervals throughout the week.

### Inclusions

Include registered licensed practical nurses specifically assigned to provide nursing services to the facility's employees on a regular basis.

### Exclusions

Do **not** include nurses on the facility's payroll whose job function does not involve taking care of the facility's employees.

Do **not** include student nurses, or other paramedical personnel undergoing on-the-job training. Do **not** include visiting nurses from corporate headquarters even if "*detailed*" or "*assigned*" to this facility for long periods of time. Do **not** include visiting nurses from city, county, state, and other government agencies.

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### Question

16. How many registered nurses and licensed practical nurses are on the payroll at this facility, and who provide direct care for your employees?

N/A \_\_\_\_\_

RN \_\_\_\_\_

LPN \_\_\_\_\_

### Intent

To determine the number of different individual nurses employed at this facility.

### Inclusions

Include all categories specified in Question #15.

Include all nurses who are employed by the facility and are giving nursing aid to employees. This also includes those nurses who may not be present at the facility. Example: Nurses who visit sick employees should be included. Include supervisory nurses.

### Exclusions

Do not include nurses who may be employed by the facility but do not perform nursing services for the employees.

Do not include visiting nurses from city, county, state, and other government agencies. Do not include visiting nurses from corporate headquarters even in those circumstances where the nurses have been "detailed" or "assigned" to this facility for long periods of time.

Do not include nurses supplied under contract with a third party provider, or through an arrangement not made by management.

### Question

17. Estimate the average number of nursing hours that are devoted to the employees of your facility per week.

\_\_\_\_\_ hours (If "unknown" code "998")

### Intent

To determine the aggregate level of medical nursing effort provided to the facility.

### Definitions

Nurse: Defined in Question #15.

## APPENDIX C (CONT.)

### Inclusions

Include the hours spent by all categories of nurses. Include the time of nurses who provide nursing services on a contract basis. Include the time of nurses from corporate headquarters who are assigned to provide nursing services to this facility.

Include the time of other nurses providing care to employees if the facility, as a policy, pays for such nursing service. This may occur regardless of the coded response to Question #15.

### Exclusions

Do **not** include nursing hours that may be devoted to facility employees when the nurses are employed by a government agency.

Exclude the time of nurses not spent in the provision of medical care. Example: full-time nurse who is assigned to teach sanitation techniques to neighborhood improvement group.

Do **not** include visiting nurses from city, county, state, and other government agencies.

### Question

18. Do you provide the following examinations or tests to all or to selected groups of employees on a periodic basis?

	NO	Yes, All	Yes, All Exec. & Mgmt Only	Yes, All Production Workers Only	Yes, for Selected Mgmt and or Production Workers
Ophthalmology	1	2	3	4	5
Audiometric	1	2	3	4	5
Blood tests	1	2	3	4	5
Urine tests	1	2	3	4	5
Pulmonary function	1	2	3	4	5
Chest X-rays	1	2	3	4	5
Allergy/Sensitization	1	2	3	4	5
Immunizations (flu, etc.)	1	2	3	4	5

### Intent

To determine the number of facilities that have a preventive medical program for their employees, and the types of examinations or tests provided.

### Definitions

**All:** When an employer provides an examination to each employee within a designated type (every employee, executive and management, production workers) without regard to that employee's exposure to potential occupational safety and health hazards. **Selected:** When an employer provides an examination to some of, but **not** all of the employees.

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### NOTE

MSHA regulations require audiometric testing only in those coal mines in which employees have had previous over-exposures to noise.

MSHA regulations require all underground coal mines to provide chest X-rays to all production employees who want them.

These definitions apply equally to the code responses for Questions #18 through #22.

### Inclusions

As listed.

### Exclusions

Not applicable.

### Procedures

At coal mines, the surveyor shall code "chest X-rays" as category 4, without asking the coal mine representative. When the response refers to employees in certain occupations (for example, maintenance personnel) and also managers, use the Code "5".

### Question

19. Before new employees are hired or placed, are they required to take a medical examination?
- |  |   |   |   |   |   |
|--|---|---|---|---|---|
|  | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

### Intent

To determine the number of facilities that examine the status of an employee's health at the time of his joining the organization, or of placing him in a new position.

### NOTE

MSHA has no regulations for either coal or metal and non-metal mines requiring medical examinations prior to hiring or placement.

### Definitions

**Medical examination** means those tests, procedures, and observations of an employee's health status that are performed by, or under the supervision of a physician. This includes a consultation and evaluation review process of those tests and procedures by a physician. **Physician** is defined in Question #11.

### Inclusions

Include all types of examinations. This could be just a basic interview session with a physician or a comprehensive physical examination involving X-rays, blood, urine, and other laboratory tests, etc.

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Include examinations performed by an employee's private physician when the results of the examination are submitted to the facility's management.

Sight screening tests, color blindness tests, and/or audio screening tests are to be included when the results are supervised by a physician.

### Exclusions

Do not include examinations of a health nature which are not performed by or under the supervision of a physician.

### Question

20. Do you record health information about a new employee on some regular form?

1      2      3      4      5

### Intent

To determine if the facility records health information about new employees and to determine for which type of new employees such information is recorded.

### NOTE

MSHA has no regulations for either coal or metal and non-metal mines requiring the mine operator to record health information about new employees.

### Definitions

**Health information** refers to any data regarding an employee's health. **Regular form** is any type of documentation which is standardized and is retained as part of the employee's file or as part of his medical history.

### Inclusions

Include **all** written records of information, including responses to questions pertaining to the employee's health as long as the recording process is consistent for the designated employee group.

Information that is obtained from pre-employment physicals or detailed medical histories should be included.

Include **any** kind of information that is retained concerning employee's health. For example, a recorded question which asks: "*How is your health*"? and to which the reply is "*good, fair, or poor*" should be included.

Include any information about physical defects of a new employee.

### Exclusions

Do **not** include situations where medical information is obtained from employees, but is not retained in the files as a permanent record. Exclude information on physiological tests when obtained for other than health purposes.



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### Question

21. Do you require medical examinations of your employees who return to work after an illness?
- |  |   |   |   |   |   |
|--|---|---|---|---|---|
|  | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

### Intent

To determine the level of medical care provided by the facility.

### NOTE

MSHA has no regulations in either coal or metal and non-metal mines requiring the mine operator to require medical examinations of employees who return to work after an illness.

### Definitions

**Medical examination** is defined in Question #19

**Return-to-work** refers to a medical examination that is required when an employee returns to work after an absence due to illness or injury.

### Inclusions

Include situations where a facility policy may not cover all employees. For example, if the facility requires the special medical examinations only for employees in certain occupations, or requires them only for certain categories of absence, a positive response should be recorded.

Include those situations where the examination is not performed at the facility but the employee submits a written statement that their personal physician considers the employee **fit to return to work**.

### Exclusions

**Do not** include situations where the returning employee may **voluntarily** visit the facility's medical unit or their own physician. **Require** is the key word.

### Question

22. Do you require medical examinations of your employees when their employment is terminated? (Exit examination)
- |  |   |   |   |   |   |
|--|---|---|---|---|---|
|  | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

### Intent

To determine the level of medical care provided by the facility.

## APPENDIX C (CONT.)

### NOTE

MSHA has no regulations in either coal, metal, or non-metal mines requiring the mine operator to provide medical examinations of employees when their employment is terminated.

### Definitions

**Exit Examination:** A medical examination that is performed when a worker's employment at the facility is ended.

### Inclusions

Include all examinations, complete or partial, performed by or under the supervision of a physician.

### Exclusions

Do not include situations where the terminating employee may voluntarily visit the facility's medical unit or their own physician. **Require** is the key word.

### Question

23. How long are medical records and other health information records retained?

\_\_ \_\_ \_\_ Years (If "forever" code "999")  
(If "unknown" code "998")

### Intent

To determine the facility's policy with respect to the retention of personal health and medical records.

### NOTE

MSHA has no regulations in either coal, metal, or non-metal mines requiring the mine operator to retain medical and health information records for any length of time.

### Inclusions

Include records that are kept at the facility or corporate headquarters.

### Exclusions

Exclude personnel systems and timekeeping systems unless they make specific provision for the inclusion of medical and health-related records. Exclude records kept by private physicians, clinics or hospitals.

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### INDUSTRIAL HYGIENE PRACTICES

#### Question

24. Has your facility received industrial hygiene services **on a consulting basis** during the past 12 months?

- 1 Yes, from government sources
- 2 Yes, from non-government sources
- 3 Yes, from both government and non-government sources
- 4 No

#### Intent

To determine if the facility has received industrial hygiene advice or consultation from outside sources during the past 12 months.

#### Definitions

**Industrial Hygiene:** See Question #25.

**Consulting Basis:** Advice, consultation, or services obtained from persons not employed at the facility.

#### Inclusions

Include visits from federal, state, and local governmental authorities where the consulting was provided as a service and **was not** for reasons of compliance or enforcement of health standards. Include visits from corporate headquarters personnel if they conducted an industrial hygiene walk-through investigation or on-site inspection. Include consultation from specialists employed by insurance companies.

#### Exclusions

Exclude visits from federal, state, and local government agencies made for the purpose of compliance or enforcement. Exclude all inspections and visits not conducted on the behalf of facility or corporate management such as those conducted on the behalf of the unions.

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### Question

25. Do you employ full-time individuals at this facility whose major responsibilities are in the area of prevention of illnesses?

- 1 Yes, but not a certified industrial hygienist.
- 2 Yes, a certified industrial hygienist.
- 3 Yes, both certified and non-certified industrial hygienists.
- 4 No (Code a "0" in the blank for N/A in question 26)

### Intent

To determine if the facility employs individuals whose primary responsibilities are to **prevent** illnesses.

### Definitions

**Illness Prevention:** That art which is devoted to the recognition, evaluation, and control of occupational health hazards. Illness prevention activities include, but are not limited to: recognition of environmental conditions and stresses associated with work and work operations, the evaluation, on the basis of training and experience and with the aid of quantitative measurements, of the magnitude of these stresses in terms of potential impairment of the employee's health and well-being; prescribing methods to control, eliminate, or reduce such stresses, collecting samples of dusts, gases, and other potentially toxic workplace materials for analysis; evaluating the adequacy of ventilation around certain work areas; and developing education programs for employees.

**Industrial Hygienist:** Person whose primary responsibilities include the recognition, evaluation, or control of occupational health hazards.

**Certified Industrial Hygienist:** An industrial hygienist who has completed the requirements of the American Board of Industrial Hygiene, Akron, Ohio.

### Inclusions

Include in the "*illness prevention*" category, all persons with job titles such as Industrial Hygienist, Industrial Health Engineer, Environmental Health Engineer, Health Specialist, etc. if they are responsible for performing health-related duties as more than 50% of their job.

### Exclusions

Exclude all personnel involved in the direct delivery of medical care. Do **not** include doctors, nurses or paramedics who spend less than 50% of their time in the illness **prevention** activities described above. Exclude all federal, state, and local government officials; they are not full-time employees of the facility. Exclude all visiting corporate headquarters personnel, even in those situations where such personnel have been "*detailed*" or "*assigned*" to work at the facility for long periods of time.

### Procedures

The thrust of this question is to determine if such personnel are employed at the facility. If none are employed, circle "*no*" (code response "4") and a "0" for Question #26 and skip to Question #27. If the answer is "*yes*", determine in which category (certified or non-certified) the company employs individuals. If unable to classify, or if the facility employs people in both

## APPENDIX C (CONT.)

categories, circle "yes, both certified and non-certified", (code response "3") and proceed to Question #26. If classification is possible, circle the appropriate response code, and proceed to Question #26.

### Question

26. How many full-time occupational health specialists are employed at this facility?

\_\_\_ \_\_\_ Total

\_\_\_ N/A

For each of those individuals, please write in the appropriate activity number from the activity clusters listed below:

		CLUSTER NO.
Individual	#1 ___	A: Administers (directs, manages) plans and develops programs, advises top level management.
Individual	#2 ___	
Individual	#3 ___	B: Inspects work place to identify hazards, investigates to determine the cause of illnesses.
Individual	#4 ___	
Individual	#5 ___	
Individual	#6 ___	C: Analyzes plans or specs. to identify hazards, develops operating procedures to control hazards.
Individual	#7 ___	
Individual	#8 ___	D: Provides education and training.
Individual	#9 ___	
Individual	#10 ___	E: Performs and analyzes tests to monitor for the presence of dusts, gases, etc.
Individual	#11 ___	
Individual	#12 ___	F: Performs engineering design to control hazards.

### Intent

To determine the number of individuals involved in the preventive aspects of occupational health at this facility, to categorize them in general terms, and to describe their major duties.

### Definitions

For definitions of **health (illness prevention)** see Question #25. A full time occupational health specialist is an employee who spends more than 50% of their time on illness prevention activities.