LEADER'S GUIDE

0977-LDG-E

MEDICAL SURVEILLANCE PROGRAMS

Training for the OSHA HAZARDOUS WASTE OPERATIONS and EMERGENCY RESPONSE (HAZWOPER) REGULATION

Quality Safety and Health Products, for Today... and Tomorrow

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Trainingnetwork.com
THE "HAZWOPER" VIDEO SERIES

This education program is part of a comprehensive series of programs on working safely with hazardous materials and hazardous waste, as well as how to deal with emergencies involving hazardous substances. These programs have also been designed to meet employee training requirements of OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) Regulations. The series includes programs on the following topics:

- Accidental Release Measures and Spill Cleanup
- The ANSI Material Safety Data Sheet
- Confined Space Entry
- Dealing with the Media in Emergency Situations
- Decontamination Procedures
- Electrical Safety in HAZMAT Environments
- Emergency Response Plan
- Exposure Monitoring and Medical Surveillance
- Fire Prevention
- Handling Hazardous Materials
- HAZMAT Labeling
- Heat Stress
- Introduction to HAZWOPER Retaining
- Medical Surveillance Programs
- Monitoring Procedures and Equipment
- Personal Protective Equipment and Decontamination Procedures
- Personal Protective Equipment
- Respiratory Protection
- Safety Orientation
- The Site Safety and Health Plan
- Understanding HAZWOPER
- Understanding Chemical Hazards
- Work Practices and Engineering Controls
WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment. In order to comply with OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) regulation, employees may need to be provided with site-specific information as well as hands-on training in addition to the material presented in this program."

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INTRODUCTION TO THE PROGRAM

Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- The definition of medical surveillance.
- Medical examinations.
- Permissible exposure limits (PELs).
- Periodic examinations.
- Written medical opinions.
- Medical records.

These sections include examples and other references that will help employees to relate the information to their work environments.

Background

Hazardous materials and waste are a part of many work situations, and can be found in many types of facilities and job sites. It is very important for employees to know how to recognize these potentially dangerous substances, and how to handle and dispose of them properly.

In 1976, The U.S. Environmental Protection Agency (EPA) issued the Resource Conservation and Recovery Act (RCRA) to regulate the handling of hazardous waste from cradle to grave. Since then, other regulations have followed including the Occupational Safety and Health Administration's (OSHA) Interim Final Rule for Hazardous Waste Operations and Emergency Response ("HAZWOPER") which in 1986 gave OSHA the task of protecting HAZMAT workers.
As part of these HAZWOPER regulations, there are varying requirements for employee training, depending on the employee’s specific level of involvement with hazardous materials. This program will help employees to understand various aspects of the HAZWOPER regulations, as well as their rights and responsibilities as someone who works with hazardous materials or waste. But more importantly, the information provided in this training program will help employees to work safely around hazardous materials.

Objectives

This training program is designed to present information on the nature of hazardous materials and help employees reduce or eliminate potential exposure to hazardous materials in their work environments. Upon completion of the program, employees should:

- Understand the hazards of working with hazardous materials.
- Know the importance of medical surveillance in keeping workers who handle hazardous materials safe and healthy.
- Understand the role permissible exposure limits play in determining the need for continued medical surveillance.
- Recognize how periodic examinations, written medical opinions and medical records are critical components of a comprehensive medical surveillance program.

Reviewing the Program

As with any educational program, the presenter should go through the entire program at least once to become familiar with the content and make sure the program is consistent with company policy and directives. As part of this review process, you should determine how you will conduct your session. The use of materials, such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.
PREPARING FOR THE PRESENTATION

Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the trainees are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of medical surveillance programs.
- Relate discussions to your company's/site operations, procedures and responsibilities.
- Prevent any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate.
- Clarify comments by relating them to the key points in the program.

Use the Outline of Major Program Points section in this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Tragic results may occur should you provide incorrect or inaccurate information. Remember, this is a positive program on medical surveillance programs. Make sure your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to work safely with hazardous materials and waste.
Setting Up the Class and Classroom

Remember, there are a number of things that must be done to set up the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - Use the enclosed form to schedule employees into the session.
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened, and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the videotape or DVD player you are using operates separately from the room light.
  - See if you can control the room temperature.
  - Know where the closest restrooms are located.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.

- **Seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear the videotape/DVD and you (when you speak).
  - Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.

- **Equipment and Materials**
  - Make sure the videotape or DVD player, monitor, and all appropriate cables and extension cords are available.
  - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  - If you plan on using a chartpad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing instruments.
  - Make sure you have 6” x 8” index cards or other materials to be used as name tents for attendees.
  - Make sure you have made up a sufficient number of copies of the quiz, as well as any other handouts you are using.

- **Final Check**
  - Make sure equipment is in the room prior to the scheduled session.
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc. are taped down, if need be, to avoid tripping.
  - If you are using the videotape version of the program, run the leader up to the point where the program begins.
CONDUCTING THE SESSION

The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to do things safely. Initially, you need to:

- Introduce yourself as the session leader.

- State the title of the program, Medical Surveillance Programs and the purpose of the session (to learn more about the HAZWOPER regulations and how to work safely with hazardous materials and waste).

- Inform the attendees when there will be breaks (if you plan them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.

- Make sure all of the attendees have signed in on your Scheduling and Attendance Form. Remember, it is very important to document peoples’ attendance at the session.

Once this housekeeping is done, it is time to move to the meat of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about the HAZWOPER (Hazardous Waste Operations and Emergency Response) regulations, and how we can work as safely as possible in an environment that can bring us into contact with hazardous materials."

"We have a pretty good safety program in our here. However, as we all know, from time to time accidents can still occur. Drums or other
containers can be damaged and begin to leak, or we may even experience a chemical spill. Some of us may belong to our in-house emergency response team. All of these situations have the potential to cause us to be exposed to hazardous substances."

"As you probably know, the government has created a set of regulations to make sure that whenever these types of situations take place employees are protected as much as possible from hazardous exposures."

"We realize that the first step in protecting ourselves is to be able to recognize where potential exposure can occur. We have tried whenever possible to limit these exposures through engineering controls and safe work practices. We also know that it is important to use appropriate personal protective equipment in many of our tasks. But most importantly, we understand that is vital to make sure that the protective measures we are using are effective, so that our employees can remain safe and healthy."

"Learning more about how to stay healthy in potentially hazardous environments is the focus of our session. To make this the most productive session possible we need to look at what we want to accomplish here today." (Verbally reference the Objectives list, provided in the preceding section of this guide, or point to the board or chart where they have been written down).

Once the objectives have been provided, you are ready to show the program. However, you need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It needs to be emphasized that they are not being graded, but that the quiz is being used to see if the session is effectively transmitting information to them in a way they will remember.

**Showing the Program**

At this point, you need to introduce the title of the program once again, *Medical Surveillance Programs*, darken the lights if necessary, and begin the showing of the program.
If you are using the DVD version of the course you have several options as to how you can move through the program and what employees see.

The DVD menu has two selection bars:
- Play.
- Contact Us.

To just play the program from beginning to end, select Play.

If you would like information on other programs and products that are available from Training Network you can select Contact Us for information about how to contact us.

**Conducting the Discussion**

After the program has been shown, it is time for the group discussion on the information contained in the session. Care must be taken to make sure that the discussion is kept focused on the general topic of medical surveillance programs and working safely with hazardous materials. There are several ways to conduct these discussions. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.

- Leading the discussion through the points covered in the program using statements such as:
  - "One of the sections that we saw in the program was about periodic medical examinations. Why are they conducted, and what are OSHA's requirements regarding the frequency of these exams?"
  - "We saw some interesting things about medical records. Who can tell us what type of information we can expect to see in a medical record?"
You should use the discussion format that you are most comfortable with. The Outline of Major Points section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of obvious interest with the objective of trying to touch on each major area within the session in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed), it is time to give the quiz (if you are using it). Again, remind the attendees that the quizzes are only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

*(An alternative to this approach is to give the quiz immediately after showing the program, then use a review of the quiz as a basis for your group discussion).*
Wrapping Up the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several areas of paperwork must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Also, depending upon what you have decided to do, a copy of the attendance sheet, along with the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager or the personnel office so that this paperwork can be included in their personnel file. Their training logs should also be updated, and each attendee should be given a filled out and signed training certificate, signifying that they have successfully completed the course.

Remember, it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with some knowledge of the HAZWOPER regulations and how to work with hazardous materials safely.
OUTLINE OF MAJOR PROGRAM POINTS

The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- When you work with hazardous materials, your job can be dangerous. You might have to deal with:
  - Anxiety from a constant, underlying fear of being injured or killed on the job.
  - Respiratory hazards.
  - Heat stress from working under extreme temperatures, wearing personal protective equipment (PPE), or both.

- But of all the dangers you face, contamination can be the most serious.
  - Not only can it seriously injure, even kill you it isn't just your problem alone.

- If you have been contaminated, you might contaminate others as well. Contamination is an equal-opportunity threat. You can spread hazardous material to your:
  - Coworkers.
  - Family.
  - Friends.
  - Pets.

- Of course, you would not deliberately spread hazardous materials.
  - Depending on the type of chemicals that you are handling, you might be contaminated and not know it.
  - You need special help to detect contaminants that you would not be aware of.

- That's why OSHA'S Hazardous Waste Operations and Emergency Response (HAZWOPER) standard requires that you participate in a medical surveillance programs.
- But what is medical surveillance, and how does it help you?
  - Medical surveillance is a series of medical examinations and tests that OSHA has mandated must be given to employees who work in hazardous materials environments.

- These examinations have two goals:
  - To uncover potential threats to your health.
  - To provide you with timely medical treatment, should it be necessary.

- According to the HAZWOPER regulations, you need medical surveillance if your job meets any of the following criteria.

- The first involves your risk of contamination.
  - Every chemical has a permissible exposure limit (PEL) that has been set by OSHA.
  - The PEL is the maximum recommended exposure level for a hazardous substance.
  - If you will be exposed to a chemical at or above its PEL on 30 or more days during a period of twelve consecutive months, you must participate in a medical surveillance program.

- You must also undergo medical surveillance if:
  - Your job requires you to wear a respirator on 30 or more days during a one year period.
  - You are a member of a hazardous materials emergency response team.
  - You have developed health problems as a result of being overexposed to a hazardous substance.

- Medical surveillance examinations fall into five categories:
  - Pre-employment.
  - Periodic.
  - Termination or reassignment.
  - Emergency.
  - Additional.
- Pre-employment screening examinations provide basic information for monitoring your fitness over time.
  - Think of it as a snapshot of the state of your health before you begin your job.

- For as long as you work with hazardous materials, your company doctor will compare the findings of your pre-employment screening to later exam results.
  - Information from the screening is also used to determine your ability to perform basic job functions, such as wearing respirators and chemical-protective clothing.

- The purpose of periodic examinations is to:
  - Monitor possible changes in the state of your health.
  - Determine what levels of exposure to hazardous materials you might have received while doing your job.

- The results of these periodic examinations are compared to those of your pre-employment screening exam.
  - In this way, any health problems that have developed can be caught early and dealt with.
  - OSHA recommends that these periodic exams be conducted at least every year, and requires them at least once every two years.

- You will also be given a medical surveillance examination if you leave your job, or if you are reassigned to another site.
  - If you have developed a medical problem that you didn’t have prior to working with the hazardous materials at your site, the results of this exam will allow the doctor to determine what caused the illness as well as what type of treatment you need to receive.
- If you need immediate medical help, and can’t get out of a contaminated area, you will be given an emergency examination where you are.
  - For example, if you were overcome by fumes and lost consciousness, your company doctor would examine you right where you had fallen, in order to quickly determine what was wrong with you, and whether or not you should be moved.
  - This emergency examination will also provide information for later treatment.

- Some substances are more of a threat than others. Because of this, additional examinations over and above those required by OSHA... may be necessary if you are working with these types of materials.
  - Whether you receive such examinations depends on the specific substances that you deal with at your site.

- Additional exams can include:
  - Blood-pressure readings.
  - Neurological exercises.
  - Chest X-rays.
  - Providing blood, urine or stool samples for analysis.

- No matter what type of medical surveillance examination you have, OSHA requires that every scheduled exam occur at a reasonable time and place.
  - All job-related exams and tests will be carried out by a licensed physician.
  - All exams will be paid for by your employer.

- Following each medical examination, your employer will be provided with the physician’s written medical opinion. This contains:
  - The results of the exam.
  - A description of any medical condition that would endanger your health if you worked around hazardous materials.
  - A list of job functions that, based on your physical condition, could cause sickness or injury.
  - An assessment of your ability to wear a respirator.
- A statement that you have been informed of the results of the exam.

- Your employer will not, however, be informed of any findings unrelated to your job.
  - You will receive a copy of the doctor's written opinion for your own records, including unrelated findings.

- In addition to medical examinations, recordkeeping is a vital part of medical surveillance.
  - Keeping track of the health of everyone who may be exposed to hazardous materials would be impossible without it.

- OSHA requires that your medical record include:
  - Your Social Security Number.
  - Written opinions from your physician on the state of your health.
  - Recommended limitations on your work activities.
  - Information on treatments that you are receiving for any medical condition.

- Your record also contains:
  - The results of all the medical examinations and tests that have been given to you since you began working with hazardous materials.
  - A summary of any medical complaints that you might have made.
  - Copies of any information that has been provided to your employer by your doctor.

- The tests and exams required for medical surveillance might seem inconvenient.
  - But keeping tabs on the state of your health, and preventing others from becoming contaminated, is worth a small interruption every now and then!
ACCOMPANYING MATERIALS

In order to assist you in complying with as many facets of your training requirements as possible, we have provided a number of specific materials that can be used with this program. Some of these materials have been furnished in master form. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee sign in on the appropriate form, thereby documenting their attendance at the session. Typically, a copy of this attendance/sign-in form is filed in the employee’s personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you want an indication of the increase in the attendees' knowledge about HAZWOPER, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their before and after answers as part of the session. Typically, the quiz is filed in the employee’s personnel file.
Training Certificate

This form allows you to give each employee their own certificate of completion showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken this course, as well as associated courses or training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee’s training or personnel file.
# SCHEDULING AND ATTENDANCE FORM

## MEDICAL SURVEILLANCE PROGRAMS

### TRAINING SESSION SCHEDULE

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QUIZ

MEDICAL SURVEILLANCE PROGRAMS

Name: ___________________________  Date: ________________________

1. True or False... If they aren't careful, it is easy for an employee who handles hazardous materials to spread contamination to family and friends?
   ___  True
   ___  False

2. True or False... PEL stands for potential environmental liability?
   ___  True
   ___  False

3. True or False... Periodic medical examinations are used to monitor changes in the health of a hazardous materials worker?
   ___  True
   ___  False

4. True or False... It is not necessary to have an additional medical examination if you are assigned to a new work site?
   ___  True
   ___  False

5. Which of the following tests may be necessary after handling hazardous materials?
   ___  Blood pressure.
   ___  Neurological exercises.
   ___  Chest X-rays.
   ___  All of the above.

6. True or False... After a medical examination you will receive a copy of the doctor's written medical opinion?
   ___  True
   ___  False

7. True or False... OSHA does not require that your medical records include recommended limitations on your work activities?
   ___  True
   ___  False
QUIZ

MEDICAL SURVEILLANCE PROGRAMS

PRESENTER’S COPY WITH ANSWERS

1. True or False... If they aren't careful, it is easy for an employee who handles hazardous materials to spread contamination to family and friends?
   X True
   ___ False

2. True or False... PEL stands for potential environmental liability?
   X True
   ___ False

3. True or False... Periodic medical examinations are used to monitor changes in the health of a hazardous materials worker?
   X True
   ___ False

4. True or False... It is not necessary to have an additional medical examination if you are assigned to a new work site?
   X True
   ___ False

5. Which of the following tests may be necessary after handling hazardous materials?
   ___ Blood pressure.
   ___ Neurological exercises.
   ___ Chest X-rays.
   X All of the above.

6. True or False... After a medical examination you will receive a copy of the doctor’s written medical opinion?
   X True
   ___ False

7. True or False... OSHA does not require that your medical records include recommended limitations on your work activities?
   ___ True
   X False
# EMPLOYEE TRAINING LOG

## MEDICAL SURVEILLANCE PROGRAMS

**Employee:** ____________________  **Employee #:** _______  **Social Security #:** ________________  
**Department:** ____________________  **Date of Next Required Training:** ____________________

<table>
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<tr>
<th>DATE</th>
<th>TYPE OF TRAINING OR COURSE DESCRIPTION</th>
<th>LOCATION OF COURSE MATERIALS</th>
<th>INSTRUCTOR’S NAME AND ADDRESS/DEPARTMENT</th>
<th>CERTIFICATION OF TRAINING AND TESTING (Instructor’s Signature)</th>
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TRAINING CERTIFICATE

This is to certify that ________________________________ has completed the course **Medical Surveillance Programs** and has been tested on the contents of the course, as required. This training, as well as the associated testing was conducted by ___________________________ and was completed on _________.

_____________________________ ____________

(employee name) (course instructor) (date)

_____________________________ ____________

(course instructor) (date)