

GENERAL INSTRUCTION MANUAL

ISSUING ORG. MEDICAL SERVICES ORGANIZATION

ISSUE DATE 06/06/2006 REPLACES 01/03/2006

SUBJECT PERIODIC OCCUPATIONAL PHYSICAL EXAMINATION PROGRAMS

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CONTENT

This General Instruction outlines the responsibilities of Saudi Aramco supervisors and employees regarding certain periodic occupational physical examination programs. Preventive Medicine Services Division/ Occupational Medicine Section is the proponent organization. Medical fitness standards, details of required clinical procedures, and related administrative procedures are outlined separately, in Medical Services Policies (MSPs).

PURPOSE

To standardize the procedures for evaluating the health and medical fitness of specified employees throughout the Company, and to provide information to Saudi Aramco supervisors so that they can schedule their employees for physical examinations appropriately.

1.0 DEFINITION

Periodic occupational physical examinations: Various clinical evaluations performed to ensure fitness for initial employment and continued fitness for employment in those specific jobs where health problems could significantly impair safe job performance. The details of physical examinations are listed in Attachment-I.

2.0 RESPONSIBILITIES**2.1 SAUDI ARAMCO SUPERVISORS**

- 2.1.1 Schedule relevant employees for physical examination at the frequency specified in the attached table.
- 2.1.2 May schedule an employee if the Supervisor has particular concern or post accident as to the medical fitness of the employee, by completing form SA-3941.
- 2.1.3 SAMSO registered employees should be referred to the Primary Care Clinic at which they normally receive their medical care.
- 2.1.4 Medical Designated Facilities (MDF) registered employees should be referred to the respective MDF Unit Head.

2.2 EMPLOYEES

- 2.2.1 Report for physical examination as directed by the Supervisor after confirmation of a clinic appointment.

2.3 EXAMINING PHYSICIANS

- 2.3.1 Ensure that the candidate meets the requirement of Pre-Placement Health Evaluations as outlined in the MSP 95-1.
- 2.3.2 Carry out physical examinations and medical record reviews as specified in the relevant Medical Services Policies.
- 2.3.3 Refer candidate with complex medical condition to Occupational Medicine Specialist.

2.4 OCCUPATIONAL MEDICINE SPECIALISTS

- 2.4.1 Advise examining physicians, when requested to do so.
- 2.4.2 Determine whether or not an employee referred by an examining physician is medically fit for the specified job.

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CONCURRENCES:_____
Head Specialty Medical Services, OMS_____
Chief
Preventive Medicine Services Division_____
Director
Primary Care Services Department_____
General Manager
Health Development Organization

Date: _____

Approved: _____

Vice President
Medical Services

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Attachment – I

Periodic Occupational Physical Examination	Information / Requirements / Frequency
Professional Divers' Health Evaluations (those who dive as part of their employment)	<ul style="list-style-type: none"> • Annually • After any illness or injury preventing diving for more than one week • After a dive-related illness • At the request of Supervisor, whenever he has particular concerns
Medical Standards for Ship Crew (includes ship crew, marine pilots and trainee marine pilots)	<ul style="list-style-type: none"> • Annually, if aged 18 years or below • Every two years for all others • Before returning to duty following a sickness absence exceeding one month • At the request of Supervisor, whenever he has particular concerns
Medical Examination of Firefighters (all full time and reserve firefighters who may be involved in active fire fighting duties)	<ul style="list-style-type: none"> • Every two years, until age 39 years • Annually from age 40 years onwards • Before returning to duty following a sickness absence exceeding one month • At the request of Supervisor, whenever he has particular concerns
Medical Examination of Security Personnel (Uniformed Industrial Security Duty personnel engaged in active security duty. This does not include clerks and support staff working for the Industrial Security Department)	<ul style="list-style-type: none"> • Annually • Before returning to duty following a sickness absence exceeding one month • Physicals at the discretion of the Industrial Security Department • At the request of Supervisor, whenever he has particular concerns
Medical Examination of Mobile Heavy Equipment Operators (includes operators of bulldozers, traxcavators, tractor-scrapers, graders, wheel-loaders, sideboom-pipe layers, backhoes, gradalls, forklifts, and cranes)	<ul style="list-style-type: none"> • Every 2 years until the age of 54 years • Annually from the age of 55 years • Before returning to duty following a sickness absence exceeding one month • Following a Heavy Equipment Incident Report • At the request of Supervisor, whenever he has particular concerns.

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Periodic Occupational Physical Examination	Information / Requirements / Frequency
Medical Evaluation of SAMSO Staff Involved in Helicopter Rescue Using Hoist Procedure (HRUHP) – (includes Trained Nurses and clinicians from Ras Tanura and Dhahran Health Centers who may be involved in HRUHP.	<ul style="list-style-type: none"> Initial and Subsequent medical evaluations shall be carried biannually for involved staff under the age of 40 years. Annually for those above 40 years of age unless there is a change in their health status. At the request of Supervisor, whenever he/she has particular concerns.
Medical Examination of Drivers of Saudi Aramco and Contractor Passenger-Carrying and Heavy Goods Vehicles: Passenger-carrying vehicles include large buses, mini-buses, taxis, ambulances and security patrol vehicles. Heavy goods vehicles include heavy trucks: trailers, deep desert trucks, tankers, fire engines; vehicles with gross weight more than 3,500 kg.	<ul style="list-style-type: none"> Every 2 years until the age of 54 years Annually from the age of 55 years Before returning to duty following a sickness absence exceeding one month Following an accident/incident report At the request of supervisor, whenever he has particular concerns.
Medical Examination of Ionizing Radiation Workers (designated as occupationally exposed if he/she is liable to receive a radiation dose in excess of 10% of any dose limit as defined in GI 150.003)	<ul style="list-style-type: none"> Annual review of medical status (medical record review) on all occupationally exposed workers in Saudi Aramco Termination medical examination prior to termination of employment Special medical surveillance is a medical examination carried out on occupationally exposed workers in the event of the individual receiving exposure which exceeds dose limits as defined in GI 150.003. Supervisor shall immediately report all incidents of suspected overexposure to the On-Call Occupational Medicine Specialist (Mobile 0506851180) together with full details of the incident.
** Helicopter Underwater Escape Training (HUET) (Includes all Saudi Aramco employees and contractors traveling offshore by helicopter)	<ul style="list-style-type: none"> Annual for helicopter pilots Every 3 years for other offshore workers