

Johns Hopkins Safety Manual	<i>Guidance Document</i>	HSE G06
<i>Subject:</i> GUIDANCE FOR SUPERVISORY PERSONNEL WHOSE STAFF EXPRESS CONCERN ABOUT REPRODUCTIVE HAZARDS IN THEIR WORK PLACE	<i>Review Date</i>	09/01/09
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Rationale

During the course of working with hazardous materials there may arise concerns about the reproductive effects of working with such materials. It is the Johns Hopkins Institutions' belief that all such concerns should be addressed in a systematic and comprehensive manner

Procedure

In order to ensure that all such concerns are addressed properly the following procedures are to be followed:

- 1 Upon receiving a concern from an individual regarding reproductive hazards in the work place the individual is to be referred to Occupational Health Services (OHS).
- 2 OHS will conduct a medical evaluation of the individual including any appropriate medical history. Occupational Health Services will request that the individual provide a complete list (chemical Inventory) of all the chemicals with which they work.
- 3 Upon receipt of the chemical inventory, OHS will forward the chemical inventory list to Health Safety and Environment (HSE) will conduct an evaluation of the chemicals and the work area to determine any potential reproductive hazards in the work area.
- 4 HSE will contact the supervisor and schedule a time to evaluate the laboratory. HSE will take any measurement and samples which they deem necessary to complete the evaluation.
- 5 HSE will generate a formal report of the findings and recommendations and transmit the final report to OHS
- 6 Upon receipt of the final report OHS will convene a meeting with the individual, OHS, HSE and the supervisor. If deemed necessary OHS will arrange for an Occupational Medicine physician to be present. The meeting will discuss the finding and any recommendations. OHS will provide a copy of the final report to the individual at the time of the meeting.

RESPONSIBILITIES

JHI Staff

Report any concerns regarding reproductive hazards in the work place to their immediate supervisor.

HSE

Conduct an evaluation of the work area upon receipt of request from OHS and generate a report of findings and recommendation to OHS

OHS

Evaluate individuals expressing concerns regarding reproductive hazards and coordinate the evaluation of the work area and any subsequent meetings regarding the concerns raised.

Supervisor

Refer individuals expressing reproductive concerns to OHS. Assist HSE in their evaluation and implement the recommendations of HSE as appropriate.

REVIEW CYCLE

Annual