

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.221	<b>Effective Date:</b>	9/18/2012
<b>Title:</b>	Annual Medical Evaluations / Physicals	<b># of pages:</b>	1
<b>Category:</b>	Administration	<b>Classification:</b>	Green

1. **PURPOSE:** This SOG outlines the policy on the required annual medical evaluations
2. **POLICY:** As condition of employment, all fire department employees are required to submit to a medical evaluation annually to meet the requirements of OSHA 1910.120 and 1910.134. The Department is required to pay for the evaluation and provide the employee with the results of the evaluation at their request. Employees may choose to see their own personal physician. In these cases the employee must provide documentation from their physician on department supplied paperwork and the department will reimburse the employee up to the amount negotiated in the current working agreements (labor contracts).

All healthcare information that is maintained on employees will be stored in secured locations that are not accessible to unauthorized employees and the public. Release of information will be handled in accordance with our Personnel & HIPAA policies.

Evaluations may include, but not be limited to, blood chemistry tests, vision & hearing tests, physical examination, cardiac & respiratory examinations & testing, cardiac stress testing, and other examinations deemed necessary by the Physician or Department to make a full medical evaluation.

The Chief of Department may require employees that have been on Medical Leave to provide a written authorization from the treating physician in order to return to work. In addition the Chief may require an evaluation by the Department authorized Physician.

Employees that fail to attend or refuse to submit to medical evaluation may be disciplined.

3. **REFERENCES:**
  - SPFD Notice 2007-01

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief