

OHSS User Guide

Occupational Health Surveillance System (OHSS)

This tool captures workplace risk data and health information and routes it to a medical professional for evaluation. OHSS replaces the Animal Care and Use Occupational Health program form.

Steps to Complete the OHSS Form:

1. The supervisor creates a Risk Assessment (RA) for the participant
2. The participant reviews the RA and accepts or rejects if changes are needed
3. After accepting the RA, participant fills out the confidential Health Questionnaire (HQ) and submits for review by health professional. Make sure to have your vaccination history available as vaccine dates are requested on the HQ.
4. A Health Professional reviews the participants RA and HQ and send them a Medical Assessment (MA) for review
5. Participant logs into OHSS and reviews/acknowledges the Medical Assessment. If there are questions from the health professional on either the HQ or RA a response from the participant will be needed to complete the process.
6. The IACUC system receives a nightly feed from the OHSS and requires that steps 1-5 are complete before you can be added to an animal care protocol. The review process will take a couple of days and in some cases, consultation with a medical professional or medical services (i.e. TB testing, respirator clearance) may be required prior to getting clearance to enter certain facilities.

Email notifications are sent from the application after each step. If you don't receive the email you may need to check your junk mail and add the application website to the safe senders list.

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Component Definitions

Risk Assessment (RA)

The Risk Assessment form is filled by the participant's supervisor and is verified by the participant. The form contains a series of questions about the participant and provides Medical Professionals with information on risks within Participant's work environment, such as:

- Exposures
- Animal Contact
- Biological Agents
- Chemical Agents
- Physical Agents
- Blood Borne Pathogens
- Exposure Control
- Animal Exposures
- General Safety Training

Once the Risk Assessment is submitted the participant receives a notification to review and agree or disagree with their Risk Assessment.

Health Questionnaire (HQ)

The Health Questionnaire is filled out by the participant and routed to a Medical Professional*. Participants should be prepared with vaccine information in order to streamline the process. The Health Questionnaire provides Medical Professionals with Participant's medical history, including:

- Vaccines
- Tuberculosis
- General History
- Exposures
- Biological Hazards
- Allergies
- Prescription Medications
- Health Status Changes

Your medical information is protected by law. Supervisors are **not granted access to your Health Questionnaire or Medical Assessment.*

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Medical Assessment (MA)

The Medical Assessment is filled out by a Medical Professional and reviewed by the Participant. The Medical Assessment provides the Participant with evaluation information including:

- If cleared for work
- Needed follow-up
- Additional Requirements:
 - Tuberculosis Screening
 - Hepatitis B Vaccine
 - Needed Immunizations or Tests
 - Consultation
 - Other

Frequently Asked Questions

How do I fill out the form?

- A supervisor begins the process by creating a Risk Assessment (RA) for the participant.
- Login using your UCSC ID and Gold Password. (Sundry accounts can be requested through UCSC ITS).
- You will then receive an automatically generated email notification allowing you to access the Health Surveillance Questionnaire.
- You must complete the Health Surveillance Questionnaire before you make an appointment at Occupational Health for clearance to work with or enter an animal care area. If you have any questions, please contact EH&S at (831) 459-2553.
- Once the forms are submitted, participants will receive an evaluation and recommendation letter via email from the reviewing Health Care Provider.

What medical information do I need to have when I access the application?

- A copy of your medical history and immunizations dates is recommended

What are some of the things I can expect once I complete the application process?

- Approval to work on animal protocols. Note that approvals may be given with a limited time frame (months – year).
- If further assessment is needed the Occupational Health Physician may request a phone consultation or request the Participant follow-up with their primary health care provider.

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- Immunizations, respirator fit test, or other services may be recommended based on risk and health history of the participant.

What are the benefits of the OHSS?

- Minimizes the risk of improper handling Personal Identifiable Information
- Ensures all mandatory information is captured in one system
- Houses OHSS status information in one central location
- Streamlines the process of being integrated into a protocol

This program is an integral part of Animal Care and Use and is designed to provide preventative medicine services and health-related education to those employees who have contact with live vertebrate animals in the course of their employment at UC Santa Cruz.

