



POLICY NO. 400

| | |
|----------------------|---------------------------------------------|
| ISSUE DATE | POLICY: OFFICE OF MARINE PROGRAMS |
| REVISION DATE | |
| REFERENCE: | |
| APPROVED: | |

Office of Marine Programs

Policy

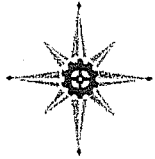
It is the policy of the California Maritime Academy to maintain an Office of Marine Programs.

Principles

The Office of Marine Programs concentrates on the professional training and development of students. It is headed by the Vice President of Marine Programs.

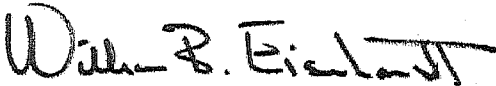
The Maritime Operations Department is an academic department that resides in Marine Programs and offers various types of practical training to students on board the Training Ship, at the waterfront, and in some labs. The department coordinates very closely with Academic Affairs.

The Professional Development Department also resides in the Marine Programs Office. This department concentrates on the personal development of the student in areas of self-discipline, reliability, dependability, leadership, and ethics. In addition, the operation, maintenance, and repair of water craft, as well as all regulatory and governmental coordination resides with Marine Programs.



CAL MARITIME

STUDENT HEALTH AND WELLNESS CENTER

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| ISSUE DATE: December 1, 2008 REVISION DATE: | POLICY: Employee: Cruise Participation, "Fit for Duty" |
| REFERENCE: California Education Code, Title V, S 40057 USCG Navigation & Vessel Inspection Circular (NVIC 04-08; NVIC 06 Draft) Department of Transportation CFR title 46 Parts 10, 12, 14 CMA Policy 211.11 | |
| APPROVED:  _____ President, California Maritime Academy | |

POLICY STATEMENT:

The mission of California Maritime Academy's (CMA) academic program and the nature of work on board ship; remote from shore medical care for extended periods; warrant medical guidelines to ensure our Training Ship Golden Bear (TSGB) is manned with medically qualified crewmembers who are capable of meeting the Cal Maritime "Fitness for Duty" guidelines. Medical care available onboard the training ship is limited to basic services. Individuals whose conditions may require a higher level of care are potentially in harms way and should not be cleared for sea duty. A medically qualified crewmember is in good health without limitations that would potentially hinder or prevent performance of duties; without posing a risk to themselves; their shipmates; the ship; or its mission. Any condition that poses a potential risk of sudden incapacitation or debilitating complications, any condition requiring medication that potentially impairs judgment or reaction time or cognitive abilities is not acceptable. All cruise employees are considered crewmembers during a cruise assignment. All cruise employees are required to successfully participate in pre-cruise requirements and complete the cruise assigned by their appropriate administrator, i.e. dean, department chair, Captain, etc.

All cruise employees must meet the CMA Employee "Fit for Duty" Guidelines to determine if they can perform their jobs in a safe and effective manner without risk to self or others. Due to strenuous shipboard activities, job responsibilities, living conditions, and extended periods at sea all cruise employees must

meet these guidelines. Conditions noted during the pre-cruise physical examination with potential impact on the TSGB mission, risk to self, or other individuals during a cruise assignment will warrant appropriate evaluation by the CMA Chief Medical Officer and Health Review Committee. Some of these conditions requiring further evaluation may not meet the CMA employee Fit for Duty guidelines. Employees who do not meet these guidelines may not be issued medical clearance for a cruise assignment.

The cruise employee's medical history and pre-cruise physical examination is conducted by the CMA Health Center. Any additional medical information requested by the CMA Chief Medical Officer or designee from off-sight medical providers, diagnostic studies, and/or demonstrations must be performed by, witnessed and reviewed by a physician, physician assistant, or nurse practitioner licensed in the U.S., a U.S. possession or a U.S. territory. Health reports, exams, tests, and demonstrations performed, witnessed or reviewed by a holder of foreign medical licenses, chiropractors, or naturopathic doctors are not accepted.

All cruise employees must provide accurate and complete information on all health documents and submit all requested information by the defined cruise deadline. Misrepresentation of health documentation includes, but is not limited to: 1) false, omitted, or misleading information; 2) fake, forged, or altered medical information. Cruise employees that make false statements, entries, and/or omissions in any part of the *CMA Personal Medical History Form* and/or *Fit for Duty Physical Exam*, may forfeit or be refused a cruise assignment and may be subject to other disciplinary action.

During the pre-cruise process the Chief Medical Officer or designee will ask cruise employees who have potentially disqualifying conditions to provide additional health information for further evaluation. Employees are responsible to make the necessary appointment(s) to obtain the requested health information (diagnostic studies, lab, etc.) and submit the information within the requested time frame. If further documentation is required, employees will be contacted in person, by mail or telephone. Employees must make sure to include their current address and phone number on the submitted CMA Pre-cruise history and physical examination forms. To avoid inconsistencies with an employee's Fit for Duty status all off sight medical information is to be submitted to the Student Health & Wellness Center's Chief Medical Officer for review by the defined deadline. The Chief Medical Officer in consultation with the Health Review Committee will determine an employee's "Fitness for Duty" status. Once all health information is reviewed an employee cruise status will be determined as "*Fit for Duty*", "*Not Fit for Duty*" or "*Fails to Comply*". Human Resources will notify the employee's direct supervisor of the employee's fitness for duty status.

**to maintain employee privacy the Health Review Committee is composed of the Cal Maritime Chief Medical Officer, the Student Health & Wellness Center Director, independent medical consultants and the TSGB Commanding Officer.*

POLICY

Due to the special nature of the educational experience which includes working and living on the U.S. Training Ship Golden Bear (TSGB), often including international travel; Cal Maritime has chosen to develop Fitness for Duty Medical Guidelines to reduce risk and create a safe environment for all crewmembers: students, faculty and staff. The USCG Navigation and Vessel Inspection 04-08 was used as a source for the guidelines. The USCG requires a physical examination to determine that all holders of USCG issued licenses and merchant mariner documents are of sound health without physical limitations that would hinder or prevent performance of duties. Thus, the purpose of annual employee pre-cruise physical examinations and drug screens is to assess the physical and psychological competence of employees to determine their "Fitness for Duty". Fitness for Duty is defined when an individual is physically and psychologically qualified to carry out his/her duties and responsibilities safely without

dolan/08

posing a risk to themselves, their shipmates, or their ship and its mission. All employee assignments involves standing for long periods of time, climbing stairs and ladders, maintaining balance on a moving deck, living in close quarters, lift and carrying, exposure to all types of weather. Sea service may be arduous and impose unique physical and medical demands on crewmembers. The public safety risks associated with sudden incapacitation of crewmembers on vessels is significant. In the event of an emergency, immediate response may be limited to a vessels crew, and outside help may be delayed.

Crewmembers must be medically and physically fit to perform their duties not only on a routine basis but also in an emergency.

It is the policy of Cal Maritime to require all employees participating in a cruise rotation to complete a pre-cruise physical examination and drug screen. In addition once an employee has completed this physical examination he/she agrees to inform the Cal Maritime Health and Wellness Center's medical staff of any changes in their health status that occurs after this annual physical examination and prior to cruise departure.

It may be recommended during the physical examination additional information is required to determine an employees "Fit for Duty" status. It is the employees responsibility to obtain any recommended follow-up or additional testing from his/her medical provider under his/her own health insurance. This additional information must be submitted to the Health Center no later than 4 weeks from the date it was requested to allow time for the Cal Maritime's Chief Medical Officer or designee to review, evaluate, follow-up and determine the employee's "Fitness for Duty" status. Should an employee's health status change while the ship is underway additional "Fitness for Duty" physicals and drug screens may be required. The employee pre-cruise physical and drug screens are tools used to advise supervisors and human resources of employees that may demonstrate potentially disqualifying conditions that may prevent them from participating in cruise, due to an increase in risk to the employee, other crewmembers, the ship and/or its mission. Failure to disclose or report accurate information may result in disciplinary action.



Cal Maritime "Fitness for Duty" Medical Guidelines

For Cruise Employees

The mission of California Maritime Academy's (CMA) academic program and the nature of work on board ship; remote from shore medical care for extended periods; warrant medical guidelines to ensure our Training Ship Golden Bear (TSGB) is manned with medically qualified crewmembers who are determined to meet the Cal Maritime "Fitness for Duty" guidelines. Medical care available onboard the training ship is limited to basic services. Individuals whose conditions may require a higher level of care are potentially in harms way and should not be cleared for sea duty. A medically qualified crewmember is in good health without limitations that would potentially hinder or prevent performance of duties; without posing a risk to themselves; their shipmates; the ship; or its mission. Any condition that poses a potential risk of sudden incapacitation or debilitating complications, any condition requiring medication that potentially impairs judgment or reaction time or cognitive abilities is not acceptable.

All cruise employees are considered crewmembers during a cruise assignment. All cruise employees are required to successfully participate in pre-cruise requirements and complete the cruise assigned by their appropriate administrator, i.e. dean, department chair, Captain, etc. The following information provides guidance regarding the Cal Maritime's employee cruise "Fitness for Duty" component and applies to all employees with a cruise assignment, including faculty and staff from other maritime and visiting universities.

Health Insurance. Due to the special nature of the educational experience at Cal Maritime, which includes a training cruise, often involving international travel, employees are required to be covered by health insurance that meets the standards of the Academy.

General Information

The cruise employee's medical history and pre-cruise physical examination is conducted by the CMA Health Center. Any additional medical information requested by the CMA Chief Medical Officer or designee from off-sight medical providers, diagnostic studies, and/or demonstrations must be performed by, witnessed and reviewed by a physician, physician assistant, or nurse practitioner licensed in the U.S., a U.S. possession or a U.S. territory. Health reports, exams, tests, and demonstrations performed, witnessed or reviewed by a holder of foreign medical licenses, chiropractors, or naturopathic doctors are not accepted.

All cruise employees must provide accurate and complete information on all health documents and submit all requested information by the defined cruise deadline. Misrepresentation of health documentation includes, but is not limited to: 1) false, omitted, or misleading information; 2) fake, forged, or altered medical information. Cruise employees that make false statements, entries, and/or omissions in any part of the *CMA Personal Medical History Form* and/or *Fit for Duty Physical Exam*, may forfeit or be refused a cruise assignment and may be subject to other disciplinary action.

Any chronic condition such as hypertension, diabetes, thyroid disorders, cholesterol disorders, and cancer, should be stable enough to not require monitoring or evaluation more frequently than every 2 months. Those with conditions that require a follow-up evaluation more frequently will be required to supply additional information which will be subject to review by the Cal Maritime Chief Medical Officer and/or Health Review Committee* to determine Fitness for Duty Status.

All cruise employees must meet the CMA Employee "Fit for Duty" Guidelines. Due to strenuous shipboard activities, duties and extended periods at sea all cruise employees must meet these guidelines. Conditions noted during the pre-cruise physical examination with potential impact on the TSGB mission, risk to self, or other individuals during a cruise assignment will warrant appropriate

Table "B"

evaluation by the CMA Chief Medical Officer and Health Review Committee. Some of these conditions requiring further evaluation may not meet the CMA employee Fit for Duty guidelines. Employees who do not meet these guidelines may not be issued medical clearance for a cruise assignment.

During the pre-cruise process the Chief Medical Officer or designee will ask cruise employees who have potentially disqualifying conditions to provide additional health information for further evaluation. Employees are responsible to make the necessary appointment(s) to obtain the requested health information (diagnostic studies, lab, etc.) and submit the information within the requested time frame. If further documentation is required, employees will be contacted in person, by mail or telephone. Employees must make sure to include their current address and phone number on the submitted CMA Pre-cruise history and physical examination forms. To avoid inconsistencies with an employees Fit for Duty status all off sight medical information is to be submitted to the Student Health & Wellness Center's Chief Medical Officer for review by the defined deadline. The Chief Medical Officer in consultation with the Health Review Committee will determine an employees "Fitness for Duty" status. Once all health information is reviewed an employee cruise status will be determined as "Fit for Duty", "Not Fit for Duty" or "Fails to Comply". Human Resources will notify the employee's direct supervisor of the employee's fitness for duty status.

**to maintain employee privacy the Health Review Committee is composed of the Cal Maritime Chief Medical Officer, the Student Health & Wellness Center Director, and independent medical consultants and the TSGB Commanding Officer.*

Cruise employees must meet the following guidelines:

All cruise employees must have the ability to understand and follow commands.

All cruise employees must have the ability to wear industry Personal Protective Equipment (PPE).

Hearing. All cruise employees are subject to a baseline audiogram and annual re-exam. Significant hearing loss will require an audiologist or ENT specialist evaluation to determine the threshold for speech recognition and recommendations on hearing protection.

Speech. All cruise employees must have the ability to communicate clearly in an emergency situation.

Vision. All licensed deck officers and watch standers must have normal color visions and visual acuity corrected to 20/40 or better in each eye. For all other licensed officers and non-licensed employees, visual acuity must be corrected to 20/50 or better in each eye. For employees with monocular (single eye) vision, vision must be corrected to 20/30 or better and will require an ophthalmology evaluation to assess the impact on depth perception and peripheral vision as they relate to the ability to safely move about the vessel and/or operate vehicles (e.g. forklifts) and machinery. Color sensing lenses are prohibited for all deck and engineer employees. All cruise engineers must demonstrate the ability to reliably distinguish basic colors of blue, green, red and yellow. Color vision is not an issue for non-licensed employees.

Tuberculin Skin Test (PPD) Status. All cruise employees are subject to an annual PPD unless otherwise indicated or they have had a documented positive test in the past. Those employees with a current or past positive test must provide from their health care provider, current chest x-ray, documentation of evaluation for active TB and communicability, and whether the appropriate course of medication (INH) has been completed in the past, has been initiated, or is not medically indicated.

Immunizations. All cruise employees must meet the CDC'S scheduling and dosing requirements for MMR, DT, Polio and Hepatitis B (if <18 years of age), as well as, any travel vaccines indicated for specific ports the TSGB will enter. Recommended vaccines include Hepatitis A, Meningitis, and Varicella. *Immunization Requirement Exception Form* must be submitted by employees requesting a waiver.

Table "B"

Pulmonary. All cruise employees with any history of pulmonary embolis, pneumothorax, and/or asthma that has required anticoagulants, oral/injectable steroids, etc.; emergency treatment or hospitalizations within the last 2 years will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee.

Diabetes. All cruise employees with diabetes are subject to a current HbA1C during their CMA Pre-cruise physical examination. In addition the CMA Chief Medical Officer may request the employee to submit past HbA1C for review. Any elevated fasting blood glucose level on an employee's exam will require a follow-up evaluation be done to include an HbA1C test. The HbA1C level that is acceptable to sail onboard the TSGB is 8.0% or less. Any history of DKA during past 2 years, any hospitalizations or emergency room visits associated with diabetic complications during the lasts 2 years; any significant neuropathy or vascular disease will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Digestive Disorders. All cruise employees with a history of GI bleeding, inflammatory bowel disease, ulcerations, or other GI disorders within the last 2 years will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Diet. All cruise employees should have minimal dietary restrictions. Minimal need for dietary preference accommodations.

Genital Urinary. All cruise employees with a history of significant GU conditions or disease will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Cardiovascular. All cruise employees with a history of congenital heart disease, cardiac enlargement, cardiac arrhythmias, significant ECG abnormality, deep vein thrombosis, myocardial infarction(s), or other ischemic events, valvular disease, and/or vascular surgery will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Hypertension. All cruise employees with a blood pressure of $\leq 160/90$ is considered acceptable with or without appropriate medications.

Body Mass Index. All cruise employees with a body mass index of $\leq 40.0\%$ is considered acceptable. The Center for Disease Control (CDC) considers a BMI of 18.5 - 24.9% as normal. A BMI of 25 - 29.9% is considered overweight; A BMI of 30-39% is considered obese. A BMI of 40% or greater is considered extreme obesity and does not meet Fit for Duty status.

Physical Ability. All cruise employees must meet "Physical Ability" guidelines as noted in "Table A". Normal range of motion is required. A history of chronic or intermittent joint disease or instability will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Neurology. All cruise employees with any history of head trauma with in the past 10 years associated with epidural or subdural hematoma; focal neurologic deficit; depressed skull fracture; or unconsciousness or disorientation of more than one hour following injury, any history of disturbance of consciousness without identifiable cause within the past 5 years, a seizure excluding febrile seizures prior to age 5 years, any history of loss of nervous system function(s), any history of trigeminal neuralgia, degenerative nerve disease, neuropathy, dystrophy, any history of sleeping walking, narcolepsy, or severe sleep apnea will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Psychiatric History. All cruise employees with any history of psychiatric diagnosis or treatment will need complete documentation from a mental health professional to include history of treatment, hospitalizations, current mental state, stability, prognosis, risk to self or others, current medications and compliance, and determination that follow-up is needed no more frequently than every six months.

Table "B"

Alcohol/Substance Abuse. CMA/TSGB prohibits the unlawful possession, use, sale, or distribution of alcohol and illegal drugs. Alcohol is not allowed onboard the TSGB unless approved by the President and Commanding Officer for special events/receptions. During a cruise assignment employees may be subjected to DOT drug and alcohol testing. Cruise employees with a history of substance abuse within the last 5 years must submit a current evaluation report; including a determination the employee is safe to participate in cruise; live and work in confined spaces; perform all assigned and emergency duties while working onboard a vessel and traveling at sea; from a DOT-qualified Substance Abuse Professional (SAP), physician certified by the American Society of Addiction Medicine, or any other addiction specialist.

Medications. Certain medications and/or devices are considered disqualifying this includes those that require infusions, infusion pumps, indwelling catheters, laboratory studies and/or those requiring frequent monitoring. This also includes medications with known risk potential of alterations in consciousness, mood alteration and/or significant physical impairment. The addition or discontinuation of a medication(s) will require a period of 30-60 days in order to demonstrate stability, in some cases laboratory follow-up may be necessary with possible documentation from the prescribing physician and will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

Employees who are prescribed and/or currently engaging in the use of controlled substances, psychotropics, or any medication that may impair their ability to perform their duties, must provide this information to the CMA Chief Medical Officer or designee at the time of the pre-cruise physical examination. In addition, drugs of this type newly prescribed and/or taken once the vessel is underway must be reported to the Commanding Officer by the Medical Officer with advice as to the individual's ability to function safely and in compliance with the law.

Other Conditions. Employees are required to be free from any condition which may cause deterioration of performance and abilities, sudden incapacitation, compromise shipboard safety, or function. Refer to "Table A". Medical conditions considered temporary in nature such as pregnancy, recent fractures and injuries, recent or scheduled surgeries, dental emergencies, infectious diseases, etc; will be reviewed by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status and/or recommendations.

Health Review Committee: The purpose of the Health Review Committee is to develop the Cal Maritime Medical and Physical Guidelines for Fitness for Duty standards of all TSGB crewmembers.

An important part of the CMA Health Review committee is the confidentiality of the medical information generated by the process. The process is carefully designed to ensure that the medical information for individual employees be made only to medical professionals (including medical record keeping personnel) and the employee. Specifically medical information is not available to CSU management personnel outside the Health Center and in the absence of a subpoena, will not be made available to any person other than the employee or his/her designated representative. To ensure that the employee has a complete understanding of these confidentiality procedures each employee is given an Authorization to Release Fitness for Duty Status to the Human Resource Department and/or direct supervisor for cruise scheduling purposes only. Individual cases are discussed in general terms to determine whether the employee can perform the job in a safe and effective manner. an employees ability to meet the Fitness for Duty

Pre-cruise physicals provides a clinical basis for information that is used to evaluate an employee's fitness to work on board the Training Ship Golden Bear. This process helps to identify anomalies in a person's medical history that may be related to potential impaired health, and to evaluate a person's capability to perform emergency and assigned duties while at sea. Including the use of protective equipment such as PPE and exposure suits.