

 Policy #: H-5	Effective Date: 1/24/96	Page #: 1 of 1
Ref #: 1304:52(j)	Policy Council Approval Date: 8/28/07	Revision Date: 4/11/07

COMPONENT: HEALTH

SUBJECT: EMPLOYEE HEALTH

PERFORMANCE OBJECTIVES: To establish a procedure for Head Start to obtain physicals and other health services required for the position for which they apply.

All new employees must provide a physical examination report upon employment. Employees must provide a physical examination annually as mandated by the Department of Human Services. Commercial Driver License (CDL) holders must have a physical examination every two years as mandated by the Department of Transportation.

Physical examinations must include a tuberculin (TB) test. Positive reactors to the TB skin test must have chest x-rays and/or blood tests to show they are free of TB. Whenever a healthcare provider refuses to perform a TB test, a risk assessment must be administered by the provider, and must indicate that the employee is not at risk for transmitting TB.

All physicals including the Department of Human Services and Department of Transportation (CDL) physicals are to be submitted to the Marketing Manager.