



Scope

The following is in scope for these requirements.

In scope	Out of scope
<ul style="list-style-type: none"> • Adding or removing COPA Employees to medical surveillance programs. • Updating MyLearning profiles to ensure Medical Surveillance exams are assigned and tracked as required. • Tracking and monitoring of CMER team medical surveillance. 	<ul style="list-style-type: none"> • Conducting annual medical surveillance exam for hearing or respiratory protection. See Medical clinic SOPs. • Stressor specific requirements. (See Hearing Conservation, Respiratory Protection, Lead Management Requirements as needed.) • Training and use of OHM or tracking employee medical records.

Annual review of employee positions in medical surveillance

The COPA IH conducts an annual review of the IH exposure assessment plan and reviews employee positions that require medical surveillance enrollment. Changes to enrollment are communicated to COPA Medical Clinic and COPA HSE Compliance Training Coordinator.

Supervisor and employee responsibilities

Supervisor and employee are responsible to ensure medical surveillance exams are completed promptly upon scheduling by Medical.

Communicating updates to COPA Medical clinics

Communicate employee role changes that impact medical surveillance enrollment to COPA Medical promptly.

COPA Employees	CMER Team Members
Communicated by HSE Compliance Training Coordinator.	Communicated by ER Chief or Designee.

Documentation of Medical Surveillance records

Medical Surveillance exams and records must be managed as below.

Medical Clinic	ER Chief or Designee	COPA HSE Compliance Training Coordinator
<ul style="list-style-type: none"> • Perform or coordinate offsite completion of all COPA employee medical surveillance exams. • Document all medical surveillance exams in OHM. • Update required exams for employee in OHM when employee role changes. • Provide weekly report to AlaskaTraining@conocophillips.com on exams completed. 	<ul style="list-style-type: none"> • Ensure CMER team member medical surveillance exams are completed. 	<ul style="list-style-type: none"> • Maintain completion records for Hearing Conservation and Respiratory Protection in training database.

Quarterly review

COPA Medical will review OHM quarterly reports to assure completion of medical surveillance exams prior to year-end.