

CAL MARITIME

ISSUE DATE: December 1, 2008
REVISION DATE:

POLICY: Employee: Cruise Participation, "Fit for Duty"

REFERENCE:

California Education Code, Title 5, § 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 ships remote from shore medical care for extended periods requires that our Training Ship Golden Bear (TSGB) is manned with medically qualified crewmembers who are capable of meeting the Cal Maritime "Fit for Duty" guidelines. Medical care available on the training ship is limited to basic services. Individuals who in conditions may require a higher level of care are potentially in jeopardy and should not be cleared for sea duty. A medically qualified individual in good health without limitations that would potentially hinder an efficient workday of duty without posing a risk to themselves, their subordinates, the ship, or its mission is required to meet the potential risk of sudden incapacitation or deterioration. Complications, any condition, symptoms, medication, and potentially impacts judgment or reaction time or cognitive abilities is not acceptable. All cruise employees or unscheduled 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. Candidates who do not meet these guidelines may not be issued medical clearance for a cruise assignment. Appropriate evaluation by the CMA Chief Medical Officer and Health Review Committee. Some of the recommendations regarding further evaluation were stated in 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 by witnessed and reviewed by a physician, physician assistant or nurse practitioner licensed in the U.S.

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) false, forged, or altered medical information. Cruise employees who make false statements, omissions, and/or omissions in any part of 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 previously undiagnosed conditions to provide additional health information for further evaluation. Information (diagnostic studies, lab, etc.) and submit the information within the requested time frame.

Upon status all off-site medical information is to be submitted to the Student Health & Wellness Center's Chief Medical Officer for review. The Chief Medical Officer 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 "Fit to Cruise." Human Resources will notify the employee's direct supervisor of the employee's fitness for duty status.

POLICY

Due to the special nature of the educational experience which includes working and living on the U.S. merchant vessels, the U.S. Coast Guard has developed "Fitness for Duty" Medical Guidelines to reduce risk and create a safe environment for all crew members, students, faculty, and staff. The USCG Navigation and Vessel Inspection 04-09 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

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 placing a risk to themselves, their classmates or their ship and its mission. All employee assignments

are made in close quarters, hot and cold, and exposure to all types of weather. Sea sickness may be severe 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 vessel's crew, and outside help may be delayed.

Crew members 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 "fitting" screen in advance. If an employee has completed this physical examination he/she agrees to inform the Cal Maritime Health and Wellness Center's medical

cruise departure

It may be recommended during the physical examination additional information is required to determine an employee's "Fit for Duty" status. It is the employee's responsibility to obtain any recommended follow-up information to submit to the Health Center no later than 4 weeks from the date it was requested.

Additional "Fit for Duty" physical and drug screens may be required. The participating in a cruise, due to an increase in risk to the employee, over the withdrawal, the sample of urine and/or saliva. Failure to disclose or report accurate information may result in disciplinary action.

RITIME

PHYSICAL ABILITY GUIDELINES

STATION	DESCRIPTION	FUNCTION	RELATIVE PHYSICAL ABILITY:	EXAMINEE'S	BEHAVIOR	PHYSICAL ABILITY	ADDITIONAL	REMARKS
1	Staircase and	Ascend and descend stairs.	Staircase and high door sills and openings, and move through restricted accesses	1. Without assistance, weight bearing on 24 inches of 24 inches by 24 inches.	Staircase and high door sills and openings, and move through restricted accesses	Staircase and high door sills and openings, and move through restricted accesses	Staircase and high door sills and openings, and move through restricted accesses	Staircase and high door sills and openings, and move through restricted accesses
2	Hand	Push and carry a load.	Push and carry a load.	Push and carry a load.	Push and carry a load.	Push and carry a load.	Push and carry a load.	Push and carry a load.
3	Hand	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.
4	Hand	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.
5	Hand	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.	Use tools such as wrenches, screwdrivers, and pliers.

1. Ability to perform physical tasks.

A Physical

ADDITIONAL

BEHAVIOR

PHYSICAL ABILITY

EXAMINEE'S

RELATIVE PHYSICAL ABILITY:

FUNCTION

DESCRIPTION

STATION

Remarks

Table A-CMA Physical Ability

RD AC UNCTION:	FMI EV	LA T D PHYSIC	T II K	SHOULD BE SATISFIED THAT
response cape from	educat-oke-	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
BOA CS, F	CS, F	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
information	route	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
ing alarm response	ins, dur filled	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
ible alarm response	in dur	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
reports for emergency	att, cond	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
to alarm in firefighting	instructions, instructions, attention to	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
verbal response	at	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
ipate	at	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.
ion skills	at	ability to move hands and feet (to examine differences in temperature)	stance, to reach, kneel and crawl, and to rest by feel.	reach, kneel and crawl, and to rest by feel.

SHOULD BE SATISFIED THAT

stance, to reach, kneel and crawl, and to rest by feel.
 No Neuropathy and does not have a condition by this activity.

stance, to stand on feet for up to four hours.

No Neuropathy and does not have a condition by this activity.

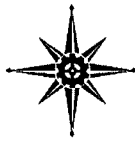
Fulfills the eyesight standard applied for. For non-licensed students refer to 20/50 or better. Refer to capacity standards for the merchant marine. For licensed students must have

standards for the merchant marine. For licensed students must have

conversational

without assistance, to pull fire hose with nozzle to full diameter, 1.5 inch diameter fire hose to fire fighting condition that would be aggravated

of motion to put on a personal immersion) without assistance. BMI ≤ 40%.



CAL MARITIME

For Cruise Employees

The maritime Academy's (CMA) academic program and the nature of work on board ships, remote from shore medical care, require strict adherence to 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 harm's 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 duty without endangering themselves, their classmates, the ship, or its mission. Any condition that poses a potential risk of sudden incapacitation, such as heart 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 maintain a fitness and sea condition protocol. The fitness protocol is administered by the Department of Health, Safety, and Environmental Affairs (DHEA). 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. The health insurance typically provided by the programs of the Academy.

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 DHEA staff should be provided to the Health Center. All medical information 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 or certifications are not acceptable.

All cruise employees must provide accurate and complete information on all health documents and documentation includes, but is not limited to: 1) false, omitted, or misleading information; 2) falsified 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 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 3 months. Those with any condition that requires follow-up evaluation more frequently will be required to provide additional information which will be sent to physician to the Cal Maritime Chief Medical Officer and/or Health Review Committee to determine Fitness for Duty Status.

evaluation by the CMA, Chief Medical Officer and Health Review Committee. Some of these

Employees who do not meet these guidelines may not be issued medical clearance for a cruise.

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 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 a final 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 Col Maritime Chief Medical Officer, the Student Health & Wellness Center Director and independent medical consultants and the TSGB Commanding Officer.

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

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

Hearing. All cruise employees are subject to a baseline audiogram and annual re-exam. Significant 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 vision 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 without an individual vision eye vision must be corrected to 20/50 or better and will require an optometric 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 vision lenses are prohibited for all deck and engine employees. All engine 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.

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

Specifically, the TSGB will enforce Recommended vaccines include Hepatitis A, Measles and

Pulmonary. All cruise employees with any history of pulmonary embolism, any other condition that has required hospitalization, or any other condition that has required 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-employment physical. A current HbA1C of $\leq 6.5\%$ is considered acceptable. A current HbA1C of $> 6.5\%$ will require additional information for review by the Cal Maritime Chief Medical Officer and Health Review Committee to determine Fitness for Duty status.

GI Disorders. All cruise employees with any history of GI disorders, including but not limited to 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 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 infarction(s), or other ischemic events, valvular disease, or prior 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 stated 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 axonal or subdural hematoma, focal neurological deficit, depressed skull fracture, or any other condition that has required hospitalization, or any other condition that has required hospitalizations 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.

Alcohol and drug testing. Alcohol and drug testing procedures are those unless approved by the President and Commanding Officer for special events/receptions. During a cruise assignment employees may be subjected to CMA drug and alcohol testing. Employees with a history of substance abuse

Medicine, or any other addiction specialist.

that require infusions, infusion pumps, indwelling catheters, laboratory studies, and/or those requiring transfusions, requiring or involving medications with known or potential for 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 prior to deployment to 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 prescribed in the course of controlled substance, 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.

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.

Individuals are required to go free from any condition which could functionally interfere with the safe operation of a vessel. Refer to Table 4. Medical conditions considered temporary conditions include recent fractures, arthralgia, surgery, and history of recent scheduled emergency dental procedures, 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 "TCOP".

An important part of the CMA Health Review committee is the confidentiality of the medical information generated by the process. This process is carefully designed to ensure that the information for individual employees be made only to medical professionals (including medical records keeping personnel) and the employee. Subsequent medical information is not available.

All management personnel outside the Health Center and in the absence of a physician, will be made available to the employee and the physician. The employee must understand the confidentiality procedures and ensure that the employee has a complete understanding of these confidentiality procedures.

discussed in general to make data available to the employee in a confidential manner and in an effective manner as employee's ability to meet the Fitness for Duty.

Pre-cruise physical provides a clinical basis for information that is used to evaluate the 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 onboard medical care to evaluate a person's capability to perform emergency and assigned duties while aboard. In addition, the use of protective equipment such as PPE and exposure suits.