
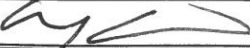


SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1111	
	SECTION: 1100 PERSONNEL		
	SUBJECT: EMPLOYEE PHYSICAL EXAMINATIONS		
	DATE APPROVED:	5/8/2024	
APPROVED:			

Purpose: To identify the components and time frames for physical examinations

Scope: Fire service occupational health is a multi-dimensional program that includes pre-employment testing, education, wellness, and on-going medical evaluation

Procedure:

Physical Provider: BaySport
 Phone: 408.395.7300
 Location: 14830 Los Gatos Blvd., Suite 101, Los Gatos, CA 95032

The Physical is based on NFPA Standards. Detailed Physical components are outlined in the BaySport Scope of Services Agreement.

1. New Hire Physical

Scheduling

- New hire candidate information will be provided to BaySport
- BaySport will contact the new hire candidate to schedule the physical
- The drug and laboratory testing are usually scheduled the week prior to the physical at a laboratory facility coordinated by BaySport
- The physical will be completed at BaySport in Los Gatos
- BaySport typically provides clearance the week after completion of the physical

New Hire Safety Physical Components:

- Drug Testing
- Laboratory Testing
- Comprehensive Physical Examination
- Cardiovascular Evaluation (treadmill stress test with resting electrocardiogram)
- Resting Vital and Ancillary Testing (spirometry, body composition, hearing and vision testing)
- Fitness Evaluation
- Vaccinations (as needed)

New Hire Administrative or Non-Safety Physical Components:

- Drug Testing
- Laboratory Testing
- Physical Examination

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- Resting Electrocardiogram
- Resting Vitals and Ancillary Testing (body composition and vision testing)
- Vaccinations (as needed)

2. Annual Physical

Scheduling

- Administrative Staff will contact BaySport annually in August and provide an employee list for physicals and shift schedule to be completed between September and November
- BaySport will schedule two days for each shift to be completed at the Erba Lane Fire Station
- BaySport day one will include laboratory testing, TB testing and flu shot
- BaySport day two (a few weeks after the laboratory testing) will include review of the laboratory testing and physical

Safety Physical Components and Frequency:

- Laboratory Testing
- Comprehensive Physical Examination
- Cardiovascular Evaluation (treadmill stress test with resting electrocardiogram)
- Resting Vital and Ancillary Testing (spirometry, body composition, hearing and vision testing)
- DMV Medical Examiner's Certificate for Class B Drivers (the employee is responsible to submit the documents to the DMV)

Position	Age	Frequency
Safety	*Under Age 40	Every two (2) years
Safety	Over Age 40	Every year

*Safety under age 40 in the physical off year, will complete the OSHA Respiratory Questionnaire, TB testing and flu shot.

3. Reporting of Results

- If the employee is not able to return to full duty, BaySport will notify the Scotts Valley Fire Protection District immediately.
- BaySport will send a notice clearing the employee for full duty after completion of the examination process, which will be filed in the employee's confidential health personnel file.