

SAIC-FREDERICK, INC.
HANDBOOK FOR OFF-SITE EMPLOYEES

NATIONAL CANCER INSTITUTE AT FREDERICK

Frederick, Maryland



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INTRODUCTION

This handbook is provided to all SAIC-Frederick, Inc., off-site employees and their managers/supervisors with general and workplace-specific guidelines. Off-site employees are any class of employees who are assigned to work outside the geographical boundaries of the Fort Detrick Location of NCI-Frederick.

All terms and conditions of employment are not set forth in this guide. SAIC-Frederick, Inc., off-site employees are governed by the *NCI-Frederick Policy and Procedure Manual*. You are encouraged to familiarize yourself with these policies and procedures. If you have a question about a company policy and procedure or a particular employment situation not mentioned in this guide, you should talk with your supervisor or the Human Resources (HR) Department.

Please note that this handbook and any other statements of policy, procedure, and benefits do not constitute expressed or implied contracts of employment. It should be understood that either the employee or the company, without the other's consent, may terminate the employment relationship "at will" at any time for any reason. These policies and practices are advisory in nature; the company is not bound to follow them and management reserves the right to change or modify all provisions herein without prior notification.

GENERAL EMERGENCY PROCEDURES

Off-Site Managers to fill in blanks as appropriate:

All off-site employees are to familiarize themselves with the emergency procedures and telephone numbers specific to the off-site facility. All occupational injuries, illnesses or exposure to hazardous materials (e.g., radioisotopes, bio-hazards, chemicals, etc.) are to be reported to your supervisor (telephone # _____) and Occupational Health Services (OHS), as soon as possible. Call: 301-846-1096.

Fire

1. Notify personnel in immediate area by shouting "**Fire!**"
2. Evacuate immediate area.
3. Activate fire alarm.
4. Do not attempt to control a fire without appropriate training.

Medical

1. Do not move victim (except for safety reasons).
2. Dial emergency number (911 or _____).

Hazardous Material Event (chemical spill, personal exposure, etc.)

1. Evacuate and secure immediate area.
2. Dial emergency number (911 or _____).
3. Do not attempt to clean up a spill without appropriate training.
4. Dial number for site-specific spill cleanup (911 or _____).

Facility Evacuation Signal - Fire Alarm

1. Contact your supervisor to identify your assembly area.
2. Report to the designated assembly area.

ENVIRONMENT, HEALTH, AND SAFETY PROGRAM

Safety

General Policy Statement

Supervisors at all levels are directly responsible for the safety of their employees and for the enforcement of safety policies and procedures. All employees are to be thoroughly familiar with safety practices that apply to their work and the work of employees they supervise. Supervisors/Nonemployees are required to complete the SAIC-Frederick, Inc., New Employee Safety Checklist for off-site employees and return it to the Environment, Health, and Safety (EHS) program.

Employees are to:

1. Follow applicable policies, procedures, and job instructions.
2. Report health or safety concerns associated with employment to their supervisor or EHS.
5. Report all accidents/injuries to their supervisor and OHS at 301-846-1096.

Safety Training Opportunities: Safety training opportunities are available at NCI-Frederick, and employees are encouraged to attend sessions that are applicable to their off-site work environment. Courses on the use of respiratory protective devices, effective use of biological safety cabinets and fume hoods, proper management of spills, and related training may be required and are offered periodically. Contact EHS for a current listing of available training at NCI-Frederick.

Required Safety Training: Each off-site employee must attend New Employee Safety Training, which is offered on alternate weeks at NCI-Frederick. In addition, each off-site NIH-Bethesda employee must attend all relevant training courses offered by NIH/DS. Contact your supervisor or EHS for information.

Use of Radioactive Materials: Off-site employees using radioactive materials will be authorized under the off-site facility radiation license and must have received training and experience in its use. The off-site Radiation Safety Officer provides courses in radiation safety and informal instruction dealing with safety techniques, procedures and requirements of the site-specific license.

Safety Shoes: Off-site employees will be provided with safety shoes if they are required at their work site. The safety shoe vendor shoemobile will be available at NCI-Frederick in the Building 426 parking lot on alternating Thursdays from 1:00 to 4:00 p.m. Refer to the schedule on the EHS Website: <http://home.ncifcrf.gov/ehs/ehs.asp?id=39>. Please be certain you have completed a "Request for Safety Footwear" form (#SPWH-75105443, available through the warehouse, Building 1050), including signatures, before visiting the shoemobile. Please note that the NCI Contracting Officer (CO) has approved a \$100.00 allowance for safety shoes.

Safety Eyewear: Off-site employees will be provided with safety eyewear if they are required at their work site. An optician will be available at NCI-Frederick in the Building 426 training room on alternating Tuesdays from 9:30 to 11:30 a.m. Refer to the schedule on the EHS Website: <http://home.ncifcrf.gov/ehs/ehs.asp?id=39>. Please be certain you have completed a "Request for Safety Eyewear" form (#SPWH-75105442, available through the warehouse, Building 1050), including signatures, before visiting the optician. A copy of a prescription less than two years old is required to order safety glasses.

Biological Safety: Research involving the use of human or animal pathogens and/or recombinant DNA must be registered with the Safety Office (EHS) and/or reviewed by the Institutional Biosafety Committee (IBC). Also, contact EHS/biosafety (301-846-5918) for the transport of infectious materials or other hazardous materials.

Security

Identification Cards

NCI-Frederick ID cards are issued to all new employees by the Protective Services Department. Replacements due to lost cards, name changes or organizational changes can be obtained Monday through Friday, 9:00 to 11:00 a.m., or by special arrangement. Arrangements for ID cards required at your off-site facility will be made by your supervisor or appropriate staff.

Vehicle Registration

Access to NCI-Frederick, Fort Detrick, requires that you have a photo ID and your vehicle registered with the Fort Detrick Provost Marshal's Office with a valid registration decal displayed on the windshield. Note: Fort Detrick authorities will not issue a vehicle decal to employees for infrequent visits; however, you can enter by checking in at the Fort Detrick Old Farm Gate each time you visit NCI-Frederick. You will need two photo ID's and your vehicle may be searched. Should your off-site facility have different requirements, your supervisor will assist you in obtaining the necessary registration.

Building Access

Access to your off-site building may be in the form of an access card or a key. Your supervisor will assist you in obtaining access to your workplace.

Protective Services Passenger Shuttle Service

Protective Services provides a shuttle service to the NIH, Bethesda, four times daily. This service is available for occasional visits and is not to be used as daily transportation to/from your work site.

NCI-FREDERICK / NIH PROTECTIVE SERVICES PASSENGER SHUTTLE SERVICE

RUN #	NCI-Frederick Bldg. 426	Navy Medical Ctr (ON REQUEST)	NIH Bldg. 45	NIH Bldg. 31	NIH Bldg. 10	NCI-Frederick Bldg. 426
	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>
1	7:00 a.m.	8:10 a.m.	8:20 a.m.	8:25 a.m.	8:30 a.m.	9:20 a.m.
2	9:55 a.m.	10:35 a.m.	10:45 a.m.	10:50 a.m.	10:55 a.m.	11:45 a.m.
3	12:30 p.m.	1:10 p.m.	1:20 p.m.	1:25 p.m.	1:30 p.m.	2:20 p.m.
4	3:30 p.m.	4:10 p.m.	4:20 p.m.	4:25 p.m.	4:30 p.m.	5:35 p.m.

POINTS OF DEPARTURE

NCI-Frederick: Bldg. 426, Main Entrance

NIH: Bldg. 31A, Main Entrance
Bldg. 10, South Entrance
Bldg. 45, Main Entrance

NMC: Navy Medical Center, Wisconsin Avenue side
On request only (301-846-1091)

Environmental Compliance

Environmental compliance requirements and waste management procedures are site-specific. Off-site employees are to follow all written procedures and complete available training at their off-site location. For information, contact your supervisor.

Health

Occupational Health Services (OHS)

OHS conducts the employee health care program for all employees, which includes medical surveillance, emergency treatment of injuries and illnesses, consultation, counseling, and referral to appropriate health care professionals. Available health services have been identified for off-site employees. Your supervisor will provide you with information specific to the off-site workplace. See "Emergency Procedures", page 12 for contact information.

Employee Assistance Program (EAP)

The EAP is an assessment, referral, and counseling service for all employees. For confidential assistance, contact the EAP office at 301-846-1308 to schedule an appointment.

Medical Surveillance

All employees are evaluated (post-offer, pre-placement) to ensure safe job placement and to establish a baseline for future evaluations. Appropriate occupational medical surveillance is provided for employees working in defined areas of potential hazard, including off-site areas. Employees are enrolled in medical surveillance and immunization programs at the time of this evaluation or at the beginning of a new assignment in a potential hazardous area.

Reporting of Occupational Accidents

Should you suffer an occupational illness or injury, notify your supervisor and OHS as soon as possible. Your supervisor is required to complete a written report of the incident. Prompt reporting of an accident or illness is essential to ensure the best possible treatment and to avoid delays of payment under Workers' Compensation laws. Emergency telephone numbers and site-specific procedures are available on page 12 of this Handbook under "Emergency Procedures."

Medical and Environmental Monitoring Records

Employees may obtain copies of their medical records and any environmental monitoring records for the area in which they work(ed). Please contact OHS, 301-846-1096, concerning these records.

Drug-Free Workplace Policy

It is the policy of SAIC-Frederick, Inc., to provide and maintain a drug-free workplace for all employees in compliance with the Drug-Free Workplace Act of 1988.

Drug Screening

In order to promote a safe, drug-free work environment and comply with applicable federal laws, regulations, executive orders, and the terms of contracts, SAIC-Frederick, Inc., has established a zero tolerance drug and substance abuse policy.

Tobacco-Free Workplace Environment

For the safety and health of all, tobacco use is prohibited in all buildings, government vehicles, and on DHHS property; however, specific areas may be identified at your off-site location where tobacco use is permitted.

STANDARD PROCESS

Section A: Contracts and Administration (C&A)
Number/Title: **A003/SAIC-Frederick, Inc., Off-Site Employees**
Date Issued: November 2003
Revision:
SP Contact: Project Coordinator, Contract Management Office, FAS, 301-846-5667

I. Purpose

This Standard Process (SP) provides employees and their managers/supervisors with general and workplace-specific guidelines so that they can perform their work in a safe and efficient manner at all off-site locations.

II. References

NCI-Frederick *Policies and Procedures Manual*; <http://web.ncifcrf.gov/campus/administrative/policies/>

SAIC-Frederick, Inc., *Handbook for Off-Site Employees*; <http://home.ncifcrf.gov/ehs/ehs.asp?id=35>

SAIC-Frederick, Inc., *Administrative Handbook of Standard Processes*; <http://web/campus/sahsp/>

III. Definitions

EHS: Environment, Health, and Safety

HR: Human Resources

OHS: Occupational Health Services

Off-site Employee: Any class of employees who are assigned to work outside the boundaries of NCI-Frederick

Policy and Procedure (P&P): Approved policies and procedures for application throughout NCI-Frederick by all contractors. The NCI Contracting Officer must approve the P&Ps.

SCA: Service Contract Act

SP: Standard Process.

IV. Scope

This SP applies to all SAIC-Frederick, Inc., off-site employees. Off-site employees are defined as any class of employees who are assigned to work outside the boundaries of NCI-Frederick.

V. Processes/Guidelines

A. Off-site employees are governed by the NCI-Frederick *Policies and Procedures Manual* (P&P) and SPs in effect during the off-site assignment. SAIC-Frederick, Inc., is responsible for compliance with all applicable federal, state, and local laws and regulations for its off-site employees. The P&P can be viewed at <http://web.ncifcrf.gov/campus/administrative/policies/>.

STANDARD PROCESS

Number/Title: **A003/SAIC-Frederick, Inc., Off-Site Employees (continued)**

- B.** Off-site employees also are subject to policies and procedures in effect at the off-site workplace, especially those pertaining to safety, security, and occupational health.
- C.** All off-site employees will have an identified SAIC-Frederick, Inc., supervisor who is responsible for their assignment of work, assessment of performance and resulting pay adjustments, and working conditions. Non-exempt (Service Contract Act [SCA]) off-site employees will be assigned to an SAIC-Frederick, Inc., supervisor located at the off-site location.
- D.** SAIC-Frederick, Inc., supervisors are responsible for the safety of their off-site employees and for the enforcement of all safety policies and procedures, and standard processes. All off-site employees are to familiarize themselves with the emergency procedures and telephone numbers specific to the off-site facility. The supervisor for the off-site facility will fill out emergency and contact telephone numbers (*Off-Site Employee Handbook*, page 4) for the employees.
- E.** All occupational injuries, illnesses or exposure to hazardous materials must be reported to the SAIC-Frederick, Inc., appropriate supervisor, Environment, Health, and Safety (EHS), and to Occupational Health Services (OHS), as specified in the *Off-Site Employee Handbook*.
- F.** Off-site employees using radioisotopes will be authorized users under the off-site facility radiation license. Radiation safety training is required and is the responsibility of the Radiation Safety Officer for the off-site facility license.
- G.** Off-site employees at facilities with existing environmental compliance and waste management programs shall follow policies and procedures developed for the off-site facility. SAIC-Frederick, Inc., off-site supervisors are responsible for ensuring that their employees follow the host facility's procedures.
- H.** It is the policy of SAIC-Frederick, Inc., to provide and maintain a drug-free workplace for all employees, including those working at off-site locations, in compliance with the Drug-Free Workplace Act of 1988.
- I.** In accordance with the Department of Health and Human Services (HHS) directive, the NCI-Frederick campus is a tobacco-free workplace. Use of tobacco in any form is prohibited on the entire NCI-Frederick campus. This includes personal vehicles while on NCI-Frederick property and all government vehicles, regardless of their location.

This policy applies to all employees, Government and Contractor, visitors, subcontractors, vendors, and guests of the NCI-Frederick, and extends to all HHS-owned or leased facilities and properties external to the NCI-Frederick campus where the sole tenant(s) are HHS and/or SAIC-Frederick, Inc., employees.

STANDARD PROCESS

Number/Title: **A003/SAIC-Frederick, Inc., Off-Site Employees (continued)**

- J.** All off-site employees are required to follow administrative procedures established for the accurate reporting of hours worked, absences, and other administrative matters consistent with NCI-Frederick policies and procedures and the statement of work for the off-site agreement or contract.
- K.** It is the responsibility of supervisors to ensure that all off-site employees complete the termination checkout procedures in accordance with NCI-Frederick policies and procedures and site-specific regulations upon termination of employment.
- L.** Questions and requests for information should be directed to the SAIC-Frederick, Inc., supervisor assigned to the off-site location, the EHS Directorate, or the Human Resources (HR) Department.
- M.** SAIC-Frederick, Inc., representatives will conduct reviews at least annually of all off-site locations to ensure compliance with policies and procedures, laws, and regulations required in the conduct of business at the off-site location.

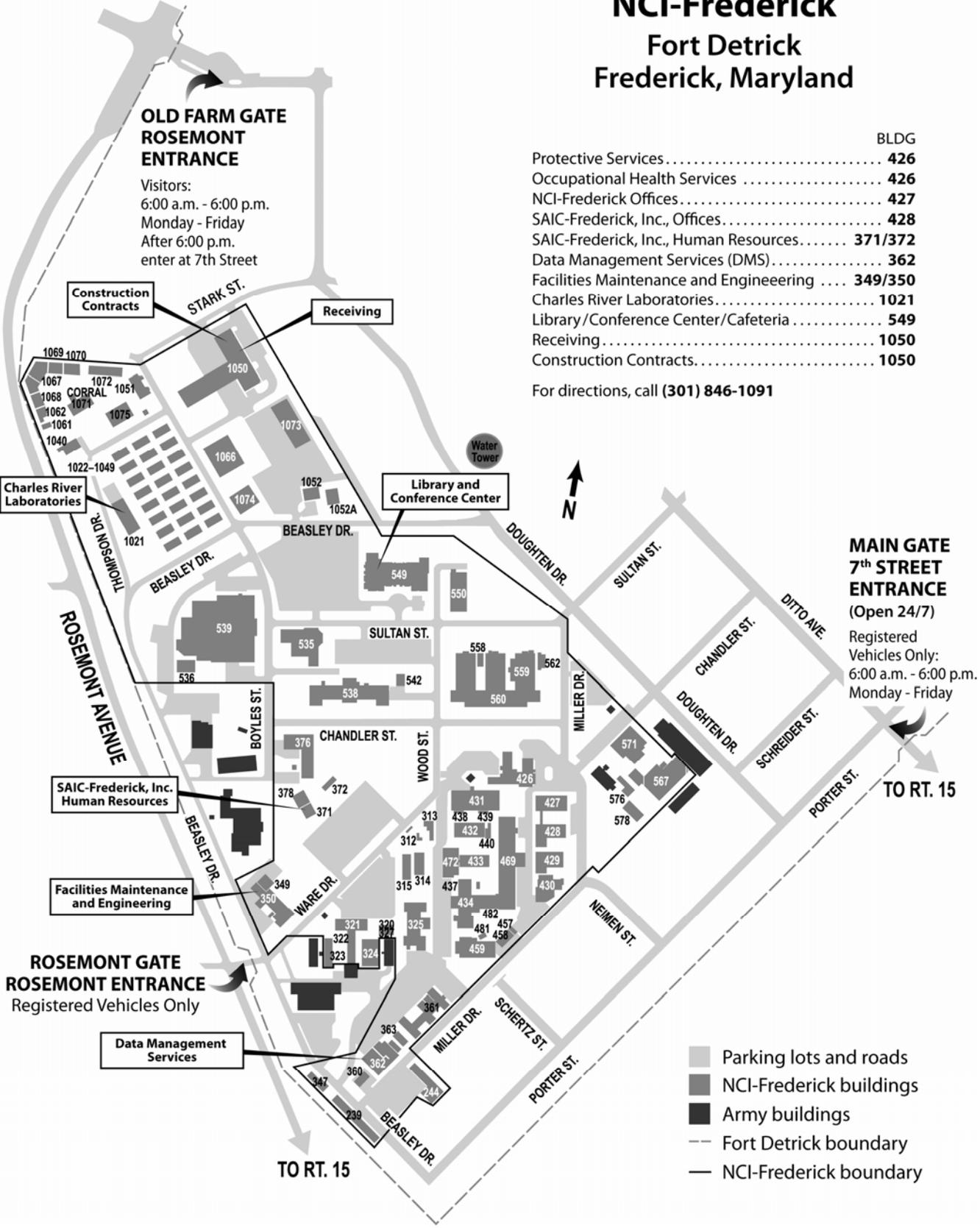
VI. Attachments

(NONE)

VII. Records

The HR Department will maintain employment records, EHS will maintain safety and environmental records, and OHS will maintain health records. The directorate responsible for an off-site facility will maintain its program-related records.

NCI-Frederick Fort Detrick Frederick, Maryland



**ARGONNE NATIONAL LABORATORY LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Location:	Argonne National Laboratory Argonne, IL
Emergency Call:	911
Emergency Destination:	Hinsdale Hospital 630-856-9000
Contacts:	
Sponsor on-site:	Dr. Zbignew Dauter 630-252-3960
Supervisor in Frederick:	Ms. Amy Huter-Imming 301-846-1669
OHS in Frederick:	301-846-1096 (voice) 301-846-6150 (fax)
Human Resources in Frederick:	301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 as soon as possible.

Follow-Up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

1. Lost time has occurred
2. Restricted duty or duties in an alternative location have been recommended
3. Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.)
4. Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials:	Contacts at Argonne National Laboratory:	
	Lynda Diackman:	630-252-4175
	Keith Trychta:	630-252-3944

**BETHESDA, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Location: NIH, Bethesda, MD
6700B Rockledge Dr., Bethesda, MD

Emergency Call Numbers: 911 or OMS at 6-4411

Emergency Destination: Suburban Hospital or OMS, Bldg. 10

Contacts:

Animal Care Supervisors in Bethesda:

Dr. John Dennis	301-496-1866
Mr. Larry Cook	301-496-1535
Mr. Asa Dorsey	301-496-7777

Supervisors in Frederick:

VRC	Ms. Ellen Miller	301-846-1617
CMRP	Ms. Beth Baseler	301-846-5413
CMRP	Ms. Taree Foltz	301-846-1876
LASP	Dr. Hendrick Bedigian	301-846-1542
CSP	Dr. Mike Baseler	301-846-5217
CSP	Dr. William Kopp	301-846-1707
RCHSPP	Ms. Laurie Lambert	301-846-1416
LOG	Dr. Jeffrey Derge	301-228-4018
AIDD	Dr. Dominic Scudiero	301-846-1599
KMF	Dr. Lionel Feigenbaum	301-846-1696

OHS in Frederick: 301-846-1096 (voice)
301-846-6150 (fax)

Human Resources in Frederick: 301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 as soon as possible.

Follow-Up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

1. Lost time has occurred
- 2) Restricted duty or duties in an alternative location have been recommended
3. Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.)
5. Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials: Contact NIH Fire Dept.: 911

All accidents involving potential retrovirus or non-human primate exposures are to be reported to OMS at 6-4411 for evaluation and potential treatment.

**FREDERICK, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Location: 1005 W. 7th Street (Fairview Center)
5705 Industry Lane
7116 Geoffry Way
92 Thomas Johnson Dr.
915 Tollhouse Ave.
USAMRIID, Ft. Detrick

Emergency Call: 911

Emergency Destination: Frederick Memorial Hospital

Contacts:

Fairview Ctr.:		
Supp. to BTB	Dr. John Venditti	301-846-5482
Supp. to DTP	Mr. Mark Gunnell	301-846-5281
SBDD	Dr. Connor McGrath	301-846-5524
7116 Geoffrey Way:		
VCMP	Dr. Criss Tarr	301-228-4017
5705 Industry Ln.:		
RCHSPP	Ms. Beth Baseler	301-846-1876
915 Tollhouse Ave.:		
LMT	Dr. David Munroe	301-846-1697
	Mr. Martin White	301-846-1497
92 Thomas Johnson Dr.:		
RC	Mr. Greg Davis	301-228-4025
ORA	Dr. Jeffrey Derge	301-228-4018
GA	Ms. Cheryl Ahalt	301-846-5208
IA	Ms. Kathy Hoffman	301-846-5989
AP	Ms. Karen Toms	301-846-5638
USAMRIID, Ft. Detrick:		
SBDD	Dr. Connor McGrath	301-846-5524

OHS in Frederick: 301-846-1096 (voice)
301-846-6150 (fax)

Human Resources in Frederick: 301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 as soon as possible.

Follow-Up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

6. Lost time has occurred
7. Restricted duty or duties in an alternative location have been recommended
8. Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.)
9. Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials: Contact EHS, Frederick: 301-846-1451
GAITHERSBURG, MD, LOCATIONS

OFF-SITE EMERGENCY PROCEDURES

Location:	(1) Advanced Technology Center (ATC) 8717 Grovemont St. 8424 Helgerman Ct.
	1. Clinical Proteomics Reference Lab 22 Firstfield Dr., Suite 180
Emergency Call:	911
Emergency Destination:	Shady Grove Hospital
Contacts:	
Supervisors in Frederick:	
(1) Ms. Ellen Miller	301-846-1617
(1) Dr. Jeffrey Derge	301-644-2030
(1) Dr. Robert Stephens	301-846-5787
Supervisor on-site:	
(1) Mr. David Peterson	301-435-7898
(1) Mr. Robert Welch	301-435-7615
(2) Dr. Gordon Whiteley	240-631-7170
OHS in Frederick:	301-846-1096 (voice) 301-846-6150 (fax)
Human Resources in Frederick:	301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 as soon as possible.

Follow-Up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

10. Lost time has occurred
11. Restricted duty or duties in an alternative location have been recommended
12. Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.)
13. Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials: Contact Montgomery County Fire Dept.: 911

**ROCKVILLE, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Location: (1) Tobacco Intervention Research Program
6130 Executive Blvd., Rm 407, MSC 7337
Rockville, MD 20852

2. Cancer Disparities Research Program
6130 Executive Blvd.
Rockville, MD 20852

3. Development of Clinical Imaging Drugs and
Enhancers Program
Cancer Imaging Program
6130 Executive Blvd., Rm. 6071B
Rockville, MD 20852

Emergency Call: 911

Emergency Destination: Suburban Hospital

Contacts:

Supervisors on-site:

(1) Dr. Patty Mabry 301-451-5045
(2) Ms. Teresa Zuber 301-435-4490

Supervisors in Frederick:

(1) Ms. Beth Baseler 301-846-5413
(2) Ms. Joy Beveridge 301-846-1623
(3) Ms. Joy Beveridge 301-846-1623

OHS in Frederick: 301-846-1096 (voice)
301-846-6150 (fax)

Human Resources in Frederick: 301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 as soon as possible.

Follow-Up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

- 14. Lost time has occurred
- 15. Restricted duty or duties in an alternative location have been recommended
- 16. Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.)
- 17. Potential exposure to hazardous materials has occurred.

Accidents involving Hazardous Materials: Contact Montgomery County Fire Dept.: 911