Instructions for employers

Respiratory medical surveillance form

Employers, please use our Business Health Services (BHS) forms, not the forms from the OSHA website, when helping to prepare your employees for a respirator fit test.

Our BHS forms give our health providers important additional information so they can decide if a respirator is appropriate for the applicants.

The BHS form also includes a “record and report” section, which includes a very important portion for the employer along with the “report section,” where our health practitioners write “pass” or “fail.”

Please always instruct your employee(s) to fill out their portion of the form completely. It must include a complete address, a date of birth and your company name.

The portion filled out by your employee is confidential, which means you must give your employee an envelope labelled with their name. Instruct them to place the finished form in the envelope, seal it and return it to you. You may then forward it on to BHS.

The completed form is a necessary first step for the respirator fit test, and must be received and reviewed by BHS providers prior to your employee’s appointment.

Our health providers use the form to determine whether an individual can safely wear a respirator. If the answer is “yes,” the next step is a respirator fit test. If, however, the provider has questions or concerns, the employee may be asked to make an appointment for a follow-up medical evaluation which may include medical tests or diagnostic procedures per the OSHA Respiratory Protection Standard.

You may also stop by the BHS office or call 971-983-5340 to request a copy of the forms in either English, Spanish or both. Please make copies for future use.
Respirator Fit Test

Instruct employees to be clean-shaven for the respirator fit test, and to bring their mask with them. If their mask operates with a filter, the filter must also be made available to the BHS health provider at the time of the test.

Urine Drug Screen

Donors are required to bring a photo I.D. and to refrain from drinking fluids during the two hours prior to the test.

Audiometry (hearing test)

It is important to avoid loud noise exposure for at least 14 hours prior to a baseline or annual hearing test.

Inform employees that if they tend to have ear wax build-up to consult their personal physician for possible removal prior to testing. This is not typically an employer-paid expense. If you choose not to cover it, your employee should be prepared to pay their co-pay and submit charges to their health insurance company or, alternatively, pay cash at the time of their appointment with their personal physician.

If, at the time of the hearing test, the examiner is unable to visualize the eardrum due to ear wax build-up, the audiometric test will not be performed. The test must be rescheduled no less than 48 hours after ear wax removal. If there is ear congestion due to allergies or sinus or cold symptoms, the health providers at Business Health Services will determine the best timeframe for the hearing test.