

# Occupational Health Services Post-Offer Exam Suspension

# Overview

- State Risk is adopting a “best practices” approach and is favoring hazard elimination over physical examination.
- New policy will eliminate most post-offer exams being conducted.
- The new policy will immediately end all post-offer exams required for administrative and clerical positions.
- State Risk will provide Agencies a review period in which the job hazards can be evaluated.

# *Suspension Timeline-Review Period*

**February 12, 2018 through May 11, 2018**

- Loss Prevention (LP) will collaborate with Agencies in an effort to identify and mitigate hazards.*
- If no solution can be found, and it is determined that an exam is needed to protect employees, LP will work with individual Agencies to develop a functional post-offer exam.*

# *Job Hazard Analysis*

**February 12, 2018 through May 11, 2018**

- Information as well as a standard work process will be available on the RMD website on or before February 12th.*
- An Agency may request a review of potential hazards for an individual job class.*
  - The Agency will need to provide LP with current data supporting the need for an exam.

# *Suspension Timeline*

**May 11, 2018 through June 30, 2018**

- ❑ *The State Risk Program will end June 30th.*
- ❑ *If a position is found to benefit from a post-offer exam, LP will work with Agency HR.*

LP is committed to working with Agencies in making a safer and healthier workplace for all employees.

# Cheat Sheet

## Program Suspension

**February 12, 2018**

1. Agency refer to RMD Occupational Health Services website for list of job classes that will no longer receive post-offer exams.
2. If you have data that supports the need for an examination, download and complete forms necessary for a job hazard analysis.

## Review Period

**February 12 through May 11, 2018**

1. Send job hazard analysis forms to RMD LP for review.
2. Loss Prevention will contact the Agency for any additional information and assist in mitigation of job hazards.
3. For job classes that have been removed from the post offer exam (this will be indicated on the RMD website) no additional contact needs to be made.

## Program End

**June 30, 2018**

1. The post offer physical program will end for most job classes.
2. If RMD has identified hazards and is unable to remove the hazard, RMD will work with the Agency to determine if an exam is needed and in implementing a functional evaluation.

Please feel free to contact Loss  
Prevention with any concerns

Douglas Brown, Loss Prevention Manager

*[douglas.brown@azdoa.gov](mailto:douglas.brown@azdoa.gov)*

*602.542.2862*