I. PURPOSE

The purpose of the Annual Physical Evaluation is to assist SFD suppression employees and those who fall under the Public Safety Personnel Retirement System (PSPRS) in attaining the physical and mental fitness to be healthy, minimize injuries and optimize their job performance throughout their career. Additionally this should support our employees to live a healthy and productive life after their career with Summit Fire District.

II. SCOPE

This policy shall follow the most current standard and guidelines set forth in
- NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments
- Health Assessment Program

The policy in its entirety applies to all current or prospective suppression employees and those who fall under the PSPRS.

III. POLICY

It is the policy of SFD to require physical examinations prior to employment and annually thereafter in order to ensure that employees are physically capable of fulfilling the essential functions of the position to which they are assigned. This will be defined as “fit for duty” based upon the department physician’s evaluation, NFPA 1582 guidelines and our Health Assessment Program.

Additionally, SFD requires annual physicals be completed within a 60 day window by an employee. That window has been established as 30 days prior to an employee’s birthday and 30 days after their birthday. Employee’s that fail to complete their annual physical examination within the sixty day window will be placed on Compulsory Leave at the end of the 60 day period and will not return to duty until they have met the intent of this policy.

It is the employee’s responsibility to obtaining their “Fit for Duty” form from the PLHCP and submitting it to their Battalion Chief and SFD Administration, within the 60 day window.  The “Fit for Duty” completes the physical process. The Fire Chief will be notified prior to an employee exceeding the allotted time frame.
through Target Safety communications, Battalion Chiefs and/or the Administrative Officer/Office Manager. While it is understood there may be exceptions to the 60 day window, the decision for any extension will have to be made by the Fire Chief.

IV. GUIDELINES

New Hire Employee

A. All job offers to potential operations employees shall be made contingent upon the applicant passing a physical examination.

B. The potential employee shall be required to undergo a physical examination with the District’s designated medical provider.

C. In the event the individual does not pass the physical examination, the offer of employment shall be withdrawn.

Current Employee

A. All annual physicals will be completed either 30-days prior to the employees birthday or up to 30-days after the employees birthday. Employee’s that fail to meet the 60 day window and become overdue shall be placed on un-paid Compulsory Leave of Absence (SOP HR 178) until the physical is completed. Exceptions to the 60 day window can only be made by the Fire Chief. Any request for an exception will need to be in writing and stating the reason for the request.

Due to new federal regulations for CDL physicals, our department physician will no longer be able to provide a CDL physical at the same time as the department physical. The Summit Fire Department does not require CDL’s for their employees so any costs associated with CDL physicals will now need to be paid by the employee.

B. In order to ensure the physical standards continue to be met, specifically the NFPA 1582 guidelines and Tier 4 Health Assessment Program, all employees shall be required to undergo annual physical examinations.

C. In order to ensure that an employee is fit for duty, all employees shall be required to report the use of any prescription medications, and any over-the-counter medications that could produce a side effect that may alter the employee’s ability to perform the job in a safe manner. This shall be reported to the employee’s immediate supervisor who will share this information with the Health and Safety Officer.
D. The results of the physical evaluation and/or examination shall be maintained in the employee’s medical file, as per the policy entitled “Personnel Records.”

E. In the event that an employee does not pass a physical examination, or falls into the Tier 4 of the Health Assessment program he shall be placed on Light Duty. Said employee shall remain on Light Duty until it is determined by the District’s Physician that said employee can pass the physical examination or it is clear that the employee cannot meet the District’s fitness standard. A physical examination shall be provided not more than one month from the previous exam. All physical examinations will be conducted through the District’s Physician. Physicals shall be paid through District insurance and/or the District.

F. If another position is available and the employee meets the minimum requirements, the employee may be offered the opportunity to interview for such a position.

G. If another position is unavailable and the employee’s medical problems are not attributable to a work-related injury or illness, the Fire Chief with input from the department physician may determine a reasonable time period for the person to reach the necessary fitness level. If such an option is deemed not feasible, or if the employee is unable to meet the fitness level in the prescribed time frame, the fire district may choose its options up to and including termination.

H. Confidentiality
A confidential treatment plan will be developed and instituted, and follow up medical visits will be scheduled accordingly. The employee will be reassessed and Tier modified accordingly when the treatment goal has been reached and maintained. Only the employee will be advised of his confidential Tier status. There is no administrative access to the individual’s Tier status. An employee’s status is only reported to the Administration if an employee is put into a Tier 4 status by the department physician or has met the levels to be removed from a Tier 4 status and can return to full duty status.

V. Health Fitness Parameters
SFD suppression employees covered by PSPRS shall maintain their health and physical fitness while employed by the District. The parameters have been divided into 4 Tiers. Each Tier defines a level of health and physical fitness. Each Tier defines the actions that will be taken by the District Physician and the employee. The goal of the District is to support all employees’ health by maintaining a process that allows them to deal with health professionals on a regular basis if needed
**Tier 1**: Minimal health parameters to which Summit Fire District members should maintain for field conditioning. These members are fit-for-duty.

**Tier 2**: Health issues noted where interventional support or change is recommended. These members have health issues that are declining when compared to previous physicals or established standards. The recommendation is to reverse this trend and stay healthy.

**Tier 3**: Health issues sufficient for mandatory referral for wellness/fitness intervention, but removal from the field is not yet required. These members have health parameters with a noticeable decline compared to previous physicals or established standards, and are in unhealthy ranges. It is necessary for them to participate in a wellness/fitness regimen.

**Tier 4**: Health issues sufficient enough to mandate removal from field, at the director’s discretion and mandatory referral for wellness/fitness intervention. This individual is not fit-for-duty, and not cleared to work in the firefighting field or related areas. The program will assist in achieving fitness goals to return to firefighting or related areas as soon as possible.

The four parameters of the Health Assessment program are Body Fat Percentage, Blood Sugar testing done fasting, Blood Pressure, and Cardiac Stress Testing.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body Fat %*</td>
<td>&lt; 20% Male</td>
<td>20-24% Male</td>
<td>25-30% Male</td>
<td>&gt;30% Male</td>
</tr>
<tr>
<td></td>
<td>&lt;24% Female</td>
<td>24-29% Female</td>
<td>30-34% Female</td>
<td>&gt;34% Female</td>
</tr>
<tr>
<td>Blood Pressure</td>
<td>&lt; 120/80</td>
<td>120/80-139/89</td>
<td>140/90-159/109</td>
<td>&gt;160/110</td>
</tr>
<tr>
<td>Blood Sugar</td>
<td>65-99</td>
<td>100-169</td>
<td>169-299</td>
<td>&gt;300</td>
</tr>
<tr>
<td>HbA1c**</td>
<td>&lt; 6.0</td>
<td>6.0-7.5</td>
<td>&gt;7.5-8.0</td>
<td>&gt;8.0</td>
</tr>
</tbody>
</table>

*Tier 4 for Body Fat % is only indicated if there are additional clinical risk factors.

**HbA1c** will not be used as a factor for removal from field unless above 10.1, even though NFPA still considers values above 8.0 as significant and recommends duty restriction. Firefighter must show improvement to below 8.0 within three months or restrictions will be indicated.

Stress test will be conducted every year. Cardiac Stress Test - Age adjusted MET’s level expected of fire members for Tier Management:

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 40</td>
<td>&gt; 14.0</td>
<td>13.0-13.9</td>
<td>12.0-12.9</td>
<td>&lt;12.0*</td>
</tr>
<tr>
<td>40-49</td>
<td>&gt; 13.5</td>
<td>12.7-13.5</td>
<td>12.0-12.6</td>
<td>&lt;12.0*</td>
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<tr>
<td>50+</td>
<td>&gt; 13.0</td>
<td>12.4-13.0</td>
<td>12.0-12.3</td>
<td>&lt;12.0*</td>
</tr>
</tbody>
</table>

*Firefighters and PSPRS related positions will be removed from field activity immediately for MET levels below 11.0, or if the member is a repeat Tier 4 level
for any reason. Members with a MET level between 11.0 and 12.0 may be considered for remaining in field activities, as long as they do not demonstrate any clinical indications of cardiac disease, and they demonstrate improvement of their status within 3 months.

Each Captain is responsible for the safety and well-being of their crews. Captains are also responsible for ensuring each of their crew members go home at the end of each shift healthy and without injuries. This is accomplished by making sure every crew member participates in PT each shift (see Policy 137 Physical Fitness). They support and help each crew member improve their Health/Fitness and the supervisor leads by example.

It is the responsibility of all members of PSPRS to report for duty in the best possible health, fitness and mental condition to perform the difficult tasks associated with their positions. The District is providing this program along with the ability to exercise on every shift so our employees can maintain their health while employed and be in a position to live a healthy and active retirement.