

# Instructions for medical surveillance and fitness for duty evaluation on category A staff at Karolinska Institutet

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**Karolinska  
Institutet**



# Instructions for medical surveillance and fitness for duty evaluation on category A staff at Karolinska Institutet

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New procedures for collaboration with occupational health services and registration of fitness-for-duty evaluations and radiation dose reports			

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## 1. Introduction

These instructions have been drawn up for Karolinska Institutet (KI) in accordance with the Radiation Protection Act, the Radiation Protection Ordinance and radiation protection regulations.

- Radiation Protection Act 2018:396, Chapter 4 Workers' exposure to ionizing radiation, section Medical surveillance
- Radiation Protection Ordinance 2018:506, Chapter 2 Dose limits
- The Swedish Radiation Safety Authority's (SSM) regulation SSMFS 2018:1, Regulations on basic provisions for licensable activities involving ionizing radiation, Chapter 4 Protection of workers.

This document is linked to the steering document on radiation safety instructions at KI.

## 2. Purpose

These instructions shall be applied to all KI staff belonging to category A. Staff shall be placed in category A, when there is a risk that one or more of the dose limits listed below may be exceeded. Assessment shall be done by the radiation protection expert.

- 6 mSv effective dose, or
- 15 mSv equivalent dose to the lens of the eye, or
- 150 mSv equivalent dose to extremities, or
- 150 mSv equivalent dose to skin (mean value per 1 cm<sup>2</sup>).

Staff that belong to category A require medical surveillance and fitness-for-duty evaluation for their work involving ionizing radiation.

## 3. Medical surveillance

### 3.1 Initial health examination

Medical Surveillance shall be started within two months from when staff initiate work as category A. This is required for students, too, when doing projects within a research group, core facility or similar unit.

The immediate manager shall

- ensure that local HR receives information that an employee has been placed in category A.

Local HR shall

- book medical surveillance for ionizing radiation with KI's occupational health service
- ensure that KI's occupational health service activates automatic monitoring for medical surveillance prior to renewal of the fitness-for-duty evaluation.

### 3.2 Follow-up health examinations

A fitness-for-duty certificate from the occupational health service is valid for a maximum of one year. Employees in category A shall annually submit a health declaration to KI's occupational health service for assessment of a renewed fitness-for-duty certificate. Generally, employees are called for medical surveillance every three years. The occupational health service shall assess what is to be included in medical surveillance. For example, annual medical surveillance may consist of health declarations only, or more frequent/supplementary health examinations.

The immediate manager shall ensure that a monitoring service for fitness-for-duty evaluation is applied by the occupational health service.

### 3.3 Additional health examination

Additional health examinations may be relevant if staff are exposed in an accident involving external irradiation or contamination by radioactive substances.

The immediate manager shall always without delay ensure that category A staff are given an appointment for a health examination at KI's occupational health service if

- an employee shows signs of injury that may be suspected to have been caused by ionizing radiation, or
- an employee has exceeded any of the radiation dose limits listed below
  - effective dose 20 mSv, or
  - equivalent dose 20 mSv to the lens of the eye, or
  - equivalent dose 500 mSv to extremity, or
  - equivalent dose 500 mSv to skin (mean per 1 cm<sup>2</sup>).

A health examination for ionizing radiation shall also be booked if an employee returns to work after a hospital stay.

## 4. Fitness-for-duty evaluation

An approved fitness-for-duty evaluation is required for all category A staff to be allowed to do their category A related assignment. The fitness-for-duty evaluation shall be performed by a physician at KI's occupational health service. The Swedish Radiation Safety Authority (Strålsäkerhetsmyndigheten, SSM) can review an assessment if disagreement arises.

### 4.1 Outcomes

The fitness-for-duty evaluation shall indicate whether the category A employee is

- fit for work (the employee may return to their normal occupation involving ionizing radiation), or
- fit for work under certain conditions (the immediate manager shall together with the occupational health physician assess under what conditions the employee may perform their category A-related assignment), or
- unfit for work (the employee may not work with ionizing radiation).

Considering an employee's state of health and risk assessment, the occupational health service determines

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- whether future fitness-for-duty evaluations need to be carried out more frequently than annually
- whether future fitness-for-duty evaluations shall be based on medical examinations or health declarations, as well as the scope of medical surveillance.

## 4.2 Documentation

Fitness-for-Duty Evaluation for category A staff shall

- be documented by local HR in the central HR archive
- be retained together with general information about work duties, which shall be kept up to date by the relevant immediate manager for as long as the employee is engaged in work with ionizing radiation
- be marked for archiving until the employee has, or would have, reached the age of 75, but for at least 30 years after category A work has ceased.

Annual radiation dose for category A staff shall

- be documented by the radiation protection expert in KI's central archive
- be marked for archiving until the employee has, or would have, reached the age of 75, but for at least 30 years after category A work has ceased.