

 <p style="text-align: center;">CORPORATE SAFETY MANUAL</p>	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: ACCESS TO MEDICAL RECORDS	Document Number: *	
	Issue Date: *	Revision Date:

1 Purpose

(Insert Company Name) will grant access to employees and their agents to the exposure monitoring and medical records information maintained by (Insert Company Name) in accordance with the provisions of this policy.

All employees have the right to examine and copy exposure monitoring and medical records maintained by (Insert Company Name). A copy or a copy machine will be made available to the employee at no charge for the first request. Subsequent requests for the same information may be charged to the employee at the discretion of (Insert Company Name).

2 Responsibilities

It is the responsibility of the (Insert Company Name) Clerk to maintain all exposure monitoring and medical records. Additionally, the (Insert Company Name) Clerk will administer this policy according to the provisions outlined in section 3.

3 Policy Content

3.1 DESIGNATED ACCESS

Medical records or exposure monitoring data may be released to the employee or his designated representative upon signing the "Release of Medical Information Authorization Form" (Appendix A). Requests should be submitted to the (Insert Company Name) Clerk.

Data from individual employee medical records may be used in a grouped manner for studies necessary to ascertain the health of the employee population.

Records will be kept for the employee's entire length of employment plus 30 years.

3.2 PROCEDURE

Company notification to employees informing them of their rights under 29 CFR 1910.1020 will be posted on the Company Bulletin Board (See Appendix B).

A copy of the regulations 29 CFR 1910.1020 will be readily available for employees to review.

Document: ACCESS TO MEDICAL RECORDS

To obtain the release of medical records or exposure monitoring data maintained by the Company, a "Release of Information Form" must be signed by the employee and submitted to the (Insert Company Name) Clerk.

The (Insert Company Name) Clerk will respond within 15 days to the written request for copies of medical records or exposure monitoring data. If the information cannot be provided within 15 days a reason for the delay and expected date the information will be available will be provided to the employee.

4 References

29 CFR 1910.1020 Access to Employee Exposure and Medical Records

5 Appendices

Appendix A: Release of Medical Information Authorization Form

Appendix B: Company Notification of Employee Rights under 29 CFR 1910.1020

Appendix C: OSHA 29 CFR 1910.1020