

ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS

The Occupational Safety and Health Administration (OSHA) requires employers to inform employees upon their first entering into employment, and at least annually thereafter, of:

- The existence, location and availability of any employee medical and exposure records
- The person responsible for maintaining and providing access to records; and
- Each employee's rights of access to the records.

Copies of the following records may be contained in your personnel file, which is maintained by and may be accessed through the Benefits Section in the Office of Human Resources, Safety & Risk:

- Accident/Incident Reports involving an accident or injury
- Workers' Compensation claims and reports
- Physician reports related to Workers' Compensation cases
- Drug and alcohol test reports
- HBV and other bloodborne pathogen test reports
- Other medical evaluation reports that may be sent to the College

Copies of the following records are maintained by and may be accessed through the Safety & Risk Management Department:

- Indoor air quality monitoring and testing reports
- Noise exposure reports
- Chemical exposure test reports

As an employee, you have the right of access to these records, i.e., you have the right and opportunity to examine and copy your medical and exposure records at no cost to you. Access must be provided to you in a reasonable manner and place. If you are not provided the material within 15 days after your request, the College must state the reason for the delay and the earliest date when the records will be made available. If no exposure records exist for you, the College must provide the records of other employees with job duties similar to yours. Access to these records does not require the written consent of the other employees. Such exposure records must indicate the identity, amount and nature of the toxic substances or harmful physical agents to which you have been exposed. Access to your medical records by other employees may be provided only with your specific written consent.

A copy of the OSHA rule (found at Title 29 of the Code of Federal Regulations, Part 1910, Section 1020) and its appendices may be accessed at the following link:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10027.