

# ACCESS TO EXPOSURE & MEDICAL RECORDS – INSTRUCTOR NOTES

## Training Objectives

Advise employees who are the subject of either exposure or medical record retention of their rights to confidentiality and to access the records. Note: Only employees who have been the subject of monitoring or work in areas where monitoring was performed and employees who have had medical evaluations are subject to this standard.

## Before Training

- Read the OSHA standards and the model Access to Exposure and Medical Records Program
- Understand the following:
  - This standard contains provisions for employees, their designated representatives and OSHA to gain access to exposure and medical records. Failure to comply with this regulation, as with any other regulation could result in administrative law and possibly criminal law charges. It is strongly recommended that an attorney be consulted regarding questions of compliance.
  - It is recommended that signed documentation be secured for all requests and as receipts for all records provided. Keep copies of requests, receipts and documents provided to avoid future questions
  - The OSHA standard requires that designated representatives (unions) be given access to exposure and medical records. The model program is written to contain this requirement.
  - The Presentation Power Point has a line to fill in the name of the person responsible for maintaining exposure and medical records and a line to fill in the name of the person who should be contacted to secure copies of documents.

## Introduction for Training

- Begin by stressing the overall importance of safety in your facility
- Describe exposure monitoring and where it is performed. Explain what medical procedures are performed and the reason for them.
- Stress the confidentiality of records maintained by your facility

## General Guidelines

- Stress the importance of the bullet points on these slides
- Stress the importance of the individual employee being committed to his/her own safety
- Be sure to be open to questions or comments
- Advise that employees will receive this training on an annual basis