

PURPOSE

The purpose of this procedure is to insure the retention and right of access to relevant exposure and medical records to employees and/or their designated representatives.

KEY RESPONSIBILITIES

Human Resources Manager

- Develops local medical records practices for all worksites in accordance with this procedure and ensures employees are aware of the requirements of this procedure.
- Responsible for the review, implementation, and maintenance of the local worksite medical records procedure.

Project Manager/Site Superintendent

- Responsible for the implementation and maintenance of the medical records retention procedure for their facility and ensuring all assets are made available for compliance with the procedure.

Employees

- All shall be familiar with this procedure and have access to their records.

DEFINITIONS

Access means the right and opportunity to examine and copy.

Analysis of exposure or medical records means any compilation of data, and research, or other studies based, at least in part, on information collected from individual employee exposure or medical records or other sources including information from health insurance claim forms provided that either the analysis must have been reported to the employer or no further work is being done by the person responsible for preparing the analysis.

Designated representative will mean any individual or organization to which an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Employee medical records are defined as records that concern the health status of an employee and are made or maintained by a physician, nurse, or other health care personnel or technician. Medical records are maintained by the Human Resources department and are confidential in accordance with jurisdictional requirements.

Medical Record Management

PROCEDURE

The Human Resources Manager will maintain applicable medical and exposure records for all employees in accordance with jurisdictional requirements. All requests to access medical and exposure records and analysis based on those records must be submitted using the forms provided for that purpose.

Removal of Personal Identifiers

Any personal identifiers regarding access and analysis of employee medical records will be removed and protected. Personal identifiers may include exact age, height, weight, race, sex, date of initial employment job title, and the like.

Employee Access to Records

Employees will have access to their records within a reasonable time frame. Employee accessibility to medical records will be completed in a reasonable time force (at no cost) and in a timely manner at their initial assignment and annually thereafter in accordance with jurisdiction requirements.

The employee is entitled access to his or her medical records except when a physician determines that this knowledge would be detrimental to the employee's health as in such cases of terminal illness or psychological conditions. However, if the employee provides a designated representative with specific written consent, access to medical records must be provided even if the physician has denied the employee access to the records (as determined by local jurisdictional requirements).

The authorized physician, nurse or other responsible health care personnel maintaining employee's medical records may delete the identity of anyone who has provided confidential information concerning the employee's health status but cannot withhold the information itself.

When an analysis of medical records identifies the employee, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.

Any employee or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the employee is being assigned or transferred.

Medical Record Management

Records Retention

- Medical records must be preserved and retained according to regulatory requirements in accordance with jurisdictional requirements.
- Employee exposure records are to be retained in accordance with jurisdictional requirements. Medical and exposure records will be retained for the length of employment (in addition to any additional years) in accordance with jurisdiction requirements. Employees must be notified of their rights to access those records prior to the cessation of the business.

Transfer of Records Should the Company Cease to Do Business

If the company ceases to do business, it shall transfer all records subject to this section to the successor employer. When the company is ceasing to do business and there is no successor employer to receive and maintain the records or intends to dispose of any records required to be preserved in accordance with local jurisdictional requirements.

AUTHORIZATION LETTER FOR THE RELEASE OF EMPLOYEE MEDICAL RECORDS

I, _____ hereby authorize _____
(Full name of employee) (Name of Organization)

to release to _____, the following medical record(s):
(company name)

(give specific description of the information to be released)

I give my permission for the medical information to be used for the following purpose(s):

_____ I do not give permission for any other use or reason.

(Signature of employee or legal representative) (Date of Signature)

Reviewed on: _____ with: _____
(Date) (Signature of Organization's Representative)

Copies given: Yes _____ No _____

ACCESS TO MEDICAL/EXPOSURE RECORDS NOTICE

Our procedure requires us to inform you that _____
_____ (company name) keeps records designated as Employee Exposure and
Employee Medical Records.

This procedure gives you the right to review those records with certain exceptions.

The records are maintained in the Human Resources Department and the HR Manager is
responsible for the records.

Signature

Date