

October 4, 1983

TO: ALL BEAUMONT WORKS SUPERVISION
FROM: R. L. MC CLURE *RLM*

EMPLOYEE ACCESS TO EXPOSURE AND MEDICAL RECORDS - REMINDER

All plant employees are to be reminded annually of their rights of access to their exposure and medical records. New hires are informed during orientation.

Attached for your use is an employee notification statement which meets this requirement. The information may be given orally or in writing but must be communicated to each employee by October 21. Any employees who are unavailable between now and then should be contacted promptly upon return to work.

Records should be maintained by each area showing the names of the individuals contacted and dates of the contacts.

If this employee notification step is already incorporated in your internal department or area program, disregard this notice.

RLM/bdr
Attachment

DUP 0501858

DU 001518

STATEMENT TO EMPLOYEES OF RIGHT OF ACCESS
TO EXPOSURE AND MEDICAL RECORDS

Regulations of the Occupational Safety & Health Administration (OSHA) require that you be reminded annually of the existence and accessibility of records the plant maintains relating to workplace exposure information and your medical status.

All records maintained by the Company concerning your health status and all records maintained by the Company concerning your exposure to toxic substances or harmful physical agents are accessible to you if you so request. You have the right to examine and copy these records.

Anyone that you may designate as your representative also has this right of access, provided that you give that person your written permission.

Representatives of the Occupational Safety & Health Administrator also have this right of access with or without your permission.

Personal exposure monitoring records are maintained by Plant Medical for each individual on any substance or physical agent for which that person's exposure has been monitored. Other information which is defined as exposure records is located in various places in the plant and is readily accessible through supervision of the respective areas. Arrangements may be made through your direct supervision or the plant Environmental Health group. Such records include exposure records of other employees with job duties and working conditions related to or similar to yours, fixed-point or ambient sampling records pertaining to your workplace, various analyses which may be made concerning your workplace, and data sheets on the properties of materials present in your workplace.

Your medical records are all maintained by the Plant Medical Staff and are accessible through the Plant Personnel Supervisor. These include health history questionnaires, X-ray photographs, test results, physicians' notes and recommendations, and similar information pertaining to your health status and history.

A copy of the OSHA regulation and its appendices is readily available through your direct supervision, the Environmental group, or Employee Relations.

RLM/bdr
10/4/83

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