

IN RE: ABRAMS November 1992

From R&D Center
WH 236-4067
Date January 22, 1981
Subject Notification of Employee
Right to Access to Records



MWBB-0032166

To R&D Division Managers

cc: Dr. G.F. Mechlin
Mr. J.J. Daley
Division Safety Supervisors

Medical surveillance and environmental monitoring has continued to be done on all R&D Center employees whose job assignments involve exposure to substances and physical agents that are either proscribed as potentially harmful by regulation or are considered so by the Site Safety Administrator's Office. Each R&D Center employee has always been given access to the medical and exposure records kept on him or her.

A recently enacted OSHA Standard 29CFR1910.20 titled "Access to Employer's Exposure and Medical Records," now affirms such access to the records as an employee right. It also requires that the employer inform each employee of this right when that employee is first assigned to a job involving exposure to toxic substances and harmful physical agents. This notification of the employee's right must be repeated at least annually thereafter.

Please advise your management staff of this new requirement and have those staff members with first-line supervisory responsibilities (1) identify which of their employees have job assignments involving exposure to toxic substances and harmful physical agents and (2) give each of the identified employees a copy of the attached notification letter. A list of the employees given the notification should be sent to your safety supervisor and Site Safety Administrator. A copy of the notification should be given by the first-line supervisor to each employee who is subsequently assigned to a job involving exposure to toxic substances and harmful physical agents. If the supply of notification letters enclosed with this letter is inadequate for your needs, additional copies may be obtained from my office. Our goal is to complete distribution of this initial notification by February 6, 1981. The annual reminder to the employees will be done with a notice in the R&D Newsletter.

(over)

Discard Date:

IN THE ABRAHMS November 1992

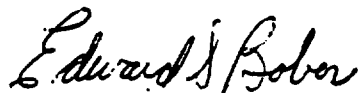
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2. the date of the written request (authorization) for release of the information
3. specific identification of the Westinghouse R&D Center Medical Department as the organization that is being authorized to release the requested information
4. if the information is to be sent to a second party, the name of the individual or organization that is being authorized to receive the released information
5. a general description of the medical information that is being requested to be released
6. a general description of the purpose for the release of the medical information
7. a date or condition upon which the written authorization requesting release of information will expire (if less than one year)

The written authorization for release does not operate to authorize the release of medical information that is not in existence on the date of the written authorization unless this is expressly authorized and the written authorization does not operate for more than one year from the date it was written and signed by the employee.

Requested access to exposure and medical records will be provided in a reasonable time, place, and manner but in no event later than fifteen days after the request is made. A copy of the records will be provided at no cost. Whenever one copy of a record has been provided without cost, requests for additional copies may involve a reasonable charge to cover the administrative costs involved. The first copy of new information that has been added to a record which was previously provided would be provided free.



Edward S. Bober
Site Safety Administrator

ESB:slh

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