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VISTA CHEMICAL PLANT SAFETY AND HEALTH MANUAL
ABERDEEN, MISSISSIPPI

VISTA

SUBJECT: MEDICAL/EXPOSURE ACCESS

EFFECTIVE DATE: JANUARY 1, 1993

REVIEWED BY: Chris Mackenson — SAFETY DIRECTOR

APPROVED BY: Per Dymmy — PLANT MANAGER

I. Objective

This policy/procedure communicates the right of employees of the Vista Chemical Aberdeen Plant to access relevant medical and exposure records. This policy also details the procedures to follow and the appropriate contacts to obtain this information.

II. Introduction

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Vista Chemical maintains records related to employee medical evaluations and health, and records of exposures and chemical concentration monitoring. As indicated in the code of federal regulations 29 CFR 1910.20, the employer shall, upon request, assure the access of each employee to employee's company medical records. In addition, the employer shall assure the access to exposure records relevant to the employee. This policy and procedure contains the guidelines by which the Vista Chemical Aberdeen Plant shall comply with the requirements of the regulations.

III. Policy

All employees of the Vista Chemical Aberdeen Plant shall have the right of access to employee's company medical records, and access to exposure records relevant to the employee. This access shall be provided within fifteen (15) days after a formal written request is appropriately submitted as detailed in the procedure section.

III. Policy - Continued

In the event that it will take longer than fifteen (15) days to complete a request, the employee will be notified of the reason for the delay and the earliest date when the information will be available. The contact for requesting such information at the Aberdeen Plant is the Safety Director. Employees shall be informed of this right and the proper procedures at the time of their initial employment and annual training thereafter.

Confidential medical records are maintained in the offices of the Medical Department in Houston, TX. If any employee fails to receive the requested information, or other response within the 15-day period, the local plant contact is to be made aware of this situation.

IV. Procedure

In order to receive copies of medical records or relevant exposure records, the employee must:

- Request (verbal request is acceptable here) the appropriate forms for obtaining the desired information from the designated contact(s). To receive medical records, Vista form V19-24-S, Request for Release of Medical Records, is required (Attachment 1). To obtain exposure records or information, the Aberdeen Plant's Request for Exposure Data and Information form is required (Attachment 2).

- The appropriate form shall be filled out completely and returned to the designated contact. CMM

- Within fifteen (15) days, the requested information will be processed and forwarded to the employee. In the event the information is not available within fifteen (15) days, the reasons for the delay and expected date will be provided within this timeframe.

- First time information will be provided at no cost to the employee. Information which has been previously provided without cost, will be provided, but may require a fee for copying and administrative cost.

Designated Local Contacts

The Safety Director is the local contact in the Aberdeen Plant for obtaining information and access to Medical and Exposure records.

Training and Documentation

All employees of Vista Chemical Aberdeen Plant will be informed of the requirements of this policy upon initial employment and annually thereafter. Initial training will be conducted during new employee orientation. Annual training will be conducted during shift safety meetings.

Training will be documented on the Medical/Exposure Records Access training form (Attachment 3). Each employee is required to complete this form during the initial/annual training.

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