

TRAINING TOPIC: MEDICAL/EXPOSURE RECORDS ACCESS

Materials Needed:

- Copy of Medical/Exposure Records Access Policy - VSP26
- Copies of Request for Release of Medical Records - VSP 26, page 4
- Copies of Request for Exposure Data and Information - VSP 26, page 5
- Copies of Medical/Exposure Records Access Training Form - VSP 26, page 6
- Copy of Safety Training Attendance Form
- Pencils or Pens

Outline:

- I. Policy Objective
- II. Basis for Policy (Introduction - 29 CFR 1910.20)
- III. Policy
- IV. Procedure Review
 - A. Request for Release of Medical Records
 - B. Request for Exposure Data and Information
- V. Plant Contact
- VI. Training Documentation
 - A. Medical/Exposure Records Access Training Form

Note:

- * A training attendance form should be completed for each group and forwarded to the Safety Department.
- ** Each employee shall complete a Medical/Exposure Records Access Training form and forward to the Safety Department.