

City of Hendersonville, NC
Access to Exposure and Medical Records
In compliance with: 29 CFR 1910.1020

I. Purpose

Employees have the right to access to exposure and medical records. This section will outline the procedures to assure compliance with 29 CFR 1910.1020.

II. Definitions

A. "Employee exposure record" means a record containing any of the following kinds of information:

1. Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;
2. Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;
3. Safety data sheets indicating that the material may pose a hazard to human health; or
4. In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

B. "Employee medical record" means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including:

1. Medical and employment questionnaires or histories (including job description and occupational exposures),
2. The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record"),
3. Medical opinions, diagnoses, progress notes, and recommendations,
4. First aid records,
5. Descriptions of treatments and prescriptions, and
6. Employee medical complaints.

III. Scope

This procedure applies to all employees that are exposed to toxic substances or harmful physical agents. It applies to all employee exposure and medical records. The employer will assure that all employee exposure and medical records are preserved.

A. Preservation of Records:

1. Medical records will be maintained for the duration of employment plus thirty (30) years except:
 - a. Health insurance claim forms
 - b. First aid record of one -time treatments
 - c. Medical records of employees that have worked less than one (1) year. Those records will be made available at termination.
2. Employee exposure records will be maintained and preserved for at least thirty (30) years, except:
 - a. Background data to environmental monitoring or measuring,
 - b. Biological monitoring results if required by another OSHA standard will be maintained as required by the specific standard.

B. Access to Medical Records

The employee or designated representative will have access within (15) working days from day of request.

C. Employee Training

When an employee is hired, each affected employee will receive the following training.

1. Existence, location, and availability of records covered.
2. Person responsible for maintaining and providing access to the records covered.
3. The employee shall be told of their rights of access to these records.

The employee training will be documented using form "Notice to Affected Employees." See Appendix A for this form.



John F. Connet



Date of Approval

Adopted by City Council 01.07.2004

Reviewed by the Safety Committee 12.01.2015

Reviewed by HR Coordinator 03.10.2017, 09.14.2018, 09.04.2019, 09.17.2020, 12_29_2021, 1_18_2024, 8_9_2025

Appendix A to Access to Exposure and Medical Records
Notice to Affected Employees
Chemical and Physical Substance Exposures in the Workplace

In accordance with OSHA Standard 29 CFR 1910.1020 (g), this is to inform you of the existence of company records associated with chemicals and physical agents to which you may be exposed while at work.

You have the right to request a copy of any exposure or medical record that pertains to you. The City of Hendersonville will provide a copy of this record to you at no cost and within 15 days of your request.

Location of Records and Person (Position) or Agency Responsible for worker's Comp and Exposure Records:

Human Resources Director, Human Resources Office
Hendersonville City Hall
160 Sixth Avenue East, Hendersonville, NC 28792
Phone: (828) 697-3003, Fax (828) 697-8645

Pardee Urgent Care Locations
212A Thompson Street, Hendersonville, NC 28792
Phone: (828) 697-3232, Fax (828) 698-0125

3334 Boylston Highway, Mills River, NC 28759
Phone: (828) 651-6350, Fax (828) 651-6315

2695 Hendersonville Road, Fletcher, NC 28704
Phone: (828) 694-8100, Fax: (828) 694-8101

Pardee Hospital
800 N. Justice Street, Hendersonville, NC 28791
Phone: (828) 696-1000

Advent Hospital/Occupational Health
100 Hospital Drive, Hendersonville, NC 28792
Phone (828) 687-3994

North Carolina League of Municipalities
Interlocal Risk Management Agency (NCIRMA)
PO Box 1310, Raleigh, NC 27602-1310,
Phone: 1-888-561-1083, Fax (919) 715-8465

Types of Records Available

- Medical Records
- Exposure Records
- Workers' Compensation Insurance Records

Location of OSHA Standard Pertaining to the Subject

Human Resources Director, Human Resources Office,
160 Sixth Avenue East, Hendersonville, NC 28792
Phone: (828) 697-3003, Fax (828) 697-8645

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Reviewed by HR Coordinator, 09.17.2020, 12.29.2021, 1.18.2024, 9.8.2025