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UNION CARBIDE CORPORATION
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PLAINTIFF'S EXHIBIT
UC-1785

November, 1980

514 SAFETY/HEALTH PROCEDURE NO. 16

SUBJECT: EMPLOYEE EXPOSURE AND MEDICAL REPORTS

This procedure presents a uniform method whereby exposure and medical reports are effectively communicated to employees(1) or their designated representative(2). OSHA in Section 1910.20 of the Federal Register requires that employers provide employees and their designated representative a right of access and to copy relevant exposure and medical reports within 15 calendar days of the request date. OSHA also is given a right to access of these records. This is a mandatory procedure. Any variance must be approved in writing by the appropriate Assistant Plant Manager.

PURPOSE

The purpose of this procedure is to assure that employees are informed of the results of occupational health monitoring in which they participated, or which are pertinent to their job task assignments and of their medical examination results.

A. PROCEDURE FOR HANDLING EXPOSURE AND MEDICAL REPORTS OF CURRENT PLANT EMPLOYEES

1. Environmental (work place) Monitoring or Measuring

a. Upon completion of a monitoring activity, the Occupational Health Group will prepare a written report detailing the monitoring results. This report will be directed to the appropriate EP/OH contact with a copy to the Department Head.

b. The Department Head will show and explain the monitoring results to each employee listed in the report. Any exposure conditions which exceed established limits or guidelines (OSHA, ACGIH(3), UCC) must be clearly explained to the employee. This explanation must include a discussion of methods to reduce personal exposure.

The Department Head may delegate this responsibility.

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A. 1. c. Each department shall maintain a file of all monitoring results. Sections 7, 8, 9 and 11 of the "Standard 514 Safety File" deal with occupational health and should be used as the file for monitoring results. The Occupational Health Group will specify the correct file number on the monitoring report.

d. Each employee, upon request to his/her supervisor, is entitled to be shown the monitoring results which apply to any job which that employee has been or is performing. Any employee asked to perform a job different than the one assigned may, upon request, review the monitoring results associated with the new job. The employee is also entitled to see available Material Safety Data Sheets of products with which he/she may work.

e. Should the supervisor not have the exposure information to satisfy the employee's request, immediately refer the employee to the Safety Department.

2. Medical Examinations and Biological Monitoring

a. The employee will be notified by the Medical Department of medical examination results upon completion of the examination(s).

b. Should the employee request to have access to his/her medical records, immediately refer the employee to the Medical Department.

B. PROCEDURE FOR HANDLING EXPOSURE AND MEDICAL RECORDS REQUESTS FROM DESIGNATED REPRESENTATIVES, FORMER EMPLOYEES, RETIREES, LEGAL REPRESENTATIVES, ETC.

Should access of exposure or medical reports be requested by those other than the employee himself/herself, those persons are to be referred to the "Personnel Records" Group of the Employee Relations Department (Bldg. 82-1st floor).

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C. GENERAL REQUIREMENTS

1. Each employee must be notified annually of the provisions of OSHA Standard 1910-20 - "Access to Employee Exposure and Medical Records."

2. The "Personnel Records" Group will maintain a copy of the OSHA Standard 1910-20 readily available for employees to review.

3. The Safety Department will audit this procedure annually to insure all provisions are being met.

(1) Current employee's, former employee's, deceased employee's or incapacitated employee's "legal" representative; i.e. attorney, estate executor or administrator only.

(2) Any person or organization to whom an employee gives written (not oral) authorization to effect a right of access. Term would include family members, fellow employees, outsiders or anyone holding such written consent. A Union recognized or certified as a bargaining agent is to be a designated representative and thus may see employee exposure records and medical records but may not see personally identifiable medical records without written consent of the affected employee.

(3) American Conference of Governmental Industrial Hygienists.

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