

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

Access to Exposure and Medical Records

Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.1020 which was adopted by reference. It applies to airborne exposure records, medical records, safety data sheets and chemical inventory records. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. Implementation of some or all of the "Access to Exposure and Medical Records" regulations may not be the individual classroom teachers' responsibility, especially the application of these regulations to teachers. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*).

- | | <u>Please Circle</u> |
|---|----------------------|
| 1.* Are students/teachers or their designated representatives provided, on request, access to personal medical and exposure records in a reasonable time, place and manner? [29 CFR 1910.1020(e)] | Y N N/A DK |
| 2. Are <i>new</i> students/teachers informed of the existence, location, and availability of medical and exposure records? [29 CFR 1910.1020(g)(1)(i)] | Y N N/A DK |
| 3. Are <i>new</i> students/teachers informed of the person responsible for maintaining and providing access to medical and exposure records? [29 CFR 1910.1020(g)(1)(ii)] | Y N N/A DK |

Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

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| 4. | Are <i>new</i> students/teachers informed of their rights to access medical and exposure records? [29 CFR 1910.1020(g)(1)(iii)] | Y N N/A DK |
| 5. | Are all students/teachers informed <i>annually</i> of the existence, location, and availability of medical and exposure records? [29 CFR 1910.1020(g)(1)(i)] | Y N N/A DK |
| 6. | Are all students/teachers informed <i>annually</i> of the person responsible for maintaining and providing access to medical and exposure records? [29 CFR 1910.1020(g)(1)(ii)] | Y N N/A DK |
| 7. | Are all students/teachers informed <i>annually</i> of their rights to access medical and exposure records? [29 CFR 1910.1020(g)(1)(iii)] | Y N N/A DK |
| 8. | Is a copy of 29 CFR 1910.1020 and its appendices available upon request to any student/teacher? [29 CFR 1910.1020(g)(2)] | Y N N/A DK |
| 9.* | Are medical and exposure records maintained for at least 30 years? [29 CFR 1910.1020(d)(1)(i)] | Y N N/A DK |

Note: Safety data sheets and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for a least thirty (30) years.

Comments/Corrective Actions

Definitions:

Access means in general a copy of the record is provided without cost or the necessary photocopying facilities are made available without cost or the record is loaned for a reasonable time to enable a copy to be made. Access must be in a reasonable time, place, and manner.

Designated Representative means an individual or organization to whom a student/teacher has given written authorization to exercise a right of access. For access to teacher exposure records, a recognized collective bargaining agent is considered a designated representative and does not need written student/teacher authorization. A recognized collective bargaining agent must still get written authorization from a student/teacher for access to their individual medical records.

Exposure Records means any representative exposure record containing environmental monitoring or measuring of a toxic substance or harmful physical agent; and safety data sheets or a chemical inventory or any other record which reveals where and when a toxic substance or harmful physical agent was used and its chemical identity. It also includes biological monitoring results.

Medical Records means a record concerning the health status of a person which is made or maintained by a physician, nurse, or other health care personnel or technician. It includes medical histories or questionnaires; the results of medical examinations; medical opinions, diagnoses and recommendations; first aid records; descriptions of treatments; and medical complaints.

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