

Saint Louis University

OSHA Required Notification to Employees

Access to Employee Exposure¹ and Medical² Records [29 CFR 1910.1020]

To All SLU Employees:

Consistent with Occupational Health and Safety Administration (OSHA) requirements, Saint Louis University provides the following notice to all employees.

- **You have a right to access your employee exposure¹ and employee medical² records.**
- **Copies of the applicable OSHA regulations (29 CFR 1910.1020) are available:**
 1. Upon request from Saint Louis University Office of Risk Management and Insurance.
 2. Online at the following link:
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1020>
- **Employee medical and exposure records (*except radiation exposure records*) are available upon written request to:**

Saint Louis University
Risk Management and Insurance
3547 Olive Blvd., Suite 340A
St. Louis, MO 63103

Fax: (314) 977-1457 | Phone: (314) 977-3952 | Email: riskmgmt@health.slu.edu

Some records are stored electronically, older records are stored off site. Please allow up to 15 days for a written response.

- **Radiation dosimetry records (*radiation exposure records*) are available upon written request to:**

Saint Louis University
Environmental Health and Safety
Attn: Radiation Safety Officer
1402 S. Grand Blvd., Caroline Building C305 St. Louis, MO 63104

Phone: (314) 977-6896 | Email: ehs@slu.edu

All records are stored on site. Most records can be made available within 2 to 3 days; please allow up to 15 days for a written response.

¹ Employee exposure records include workplace monitoring of a toxic substance or harmful physical agent (chemical substance, biological agent, for example bacteria, virus, fungus, etc.), or physical stress (noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, etc.), and Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) indicating that the material may pose a hazard to human health; see 29 CFR 1910.1020 for additional details.

² 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: medical and employment questionnaires or histories (including job description and occupational exposures), results of medical examinations and laboratory tests, medical opinions, diagnoses, progress notes and recommendations, first aid records, descriptions of treatments and prescriptions and employee medical complaints. Limited exceptions are specified in 29 CFR 1920.1020.