



**ACCESS TO EXPOSURE AND MEDICAL RECORDS  
(29 CFR 1910.20)**

**EMPLOYEE NOTIFICATION**

(Insert Company Name) will provide any employee access to data relating to any personal exposure and/or medical records. This data can be examined and copied by you or your designated representative.

Your employee exposure records are maintained at:

\_\_\_\_\_  
(location name)

\_\_\_\_\_ is the site Representative responsible for responding to your request for access to your exposure records.

Your active employee medical records are maintained at

\_\_\_\_\_  
(location name)

\_\_\_\_\_ is the site Representative responsible for responding to your request for access to your medical records.

You or your designated representative (with your written authorization) are entitled to examine or copy the records which relate to your work exposure and medical records within 15 days of making such request. However, a recognized labor representative may obtain access to exposure records without written authorization.

The regulation is available for inspection with the (Insert Company Name) Clerk where all inquiries should be directed and authorization forms obtained.

\_\_\_\_\_  
(Insert Company Name and Address)