

**Airswift Holdings Ltd.**

**Access to Medical Records Policy**

**Date:** April, 24,2023

**Version:** 04

**Owner:** Operations Manager – North America



# Airswift Holdings Ltd.

## HSE Management System

### Access to Medical Records Policy

#### REGULATORY STANDARD:

OSHA – 29 CFR 1910.102

**Important Notice:**

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the Operations Manager – North America.
3. This procedure is reviewed annually or when there is a change to business practices.
4. This document should be retained indefinitely and only removed should the procedure become obsolete

Prepared	Reviewed	Approved	Effective Date	Issue Number
Carol Stallworth	Courtney Rife	Sam Cross	04.24.2023	4
<i>Carol Stallworth</i>	<i>Courtney Rife</i>	<i>Sam Cross</i>		
Signature	Signature	Signature		

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## **1.0 PURPOSE**

The purpose of this policy is to provide Airswift employee and their designated representatives with a process for accessing the employees medical and exposure records. Where applicable, all Federal, State, and local rules which are more stringent than this policy shall be enforced.

## **2.0 SCOPE**

This policy is applicable to all Airswift consultants and employees.

In accordance with OSHA standard 29 CFR 1910.1020, USPL must maintain exposure and medical records for employees who are exposed to toxic substances or other harmful physical agents while in the work environment, and these records must be available to employees upon request. This policy contains the recordkeeping, notification, and access requirements established by the OSHA standard.

The policy applies to all personnel who are exposed to hazardous substances in the workplace. It does not apply to medical records pertaining to employee assistance programs, drug and alcohol testing or other medical records that are deemed medically confidential which are maintained apart from the company's overall medical program and its records.

## **3.0 RESPONSIBILITIES**

Airswift will comply with all site policies and procedures.

## **4.0 DEFINITIONS**

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

- Workplace (environmental) monitoring information;
- Biological monitoring information;
- An SDS;
- A chemical inventory, etc.

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 questionnaires;
- Results of medical examinations;
- Medical opinions;
- First aid records;
- Description of treatments;
- Employee medical complaints, etc.



## **5.0 REQUIREMENTS**

Whenever an employee or designated representative requests access to a record, Airswift shall assure that access is provided in a reasonable time, place, and manner. If reasonable access cannot be provided within 15 working days, the employee or designated representative requesting the record must be apprised of the reason for the delay and the earliest date when the record can be made available.

These requests for copies of a record shall be provided at no cost to the employee or designated representative.

Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifies (name, address, social security number, payroll number, etc.), or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), Airswift shall assure that personal identifiers are removed before access is provided.

Any trade secret information shall follow requirements as stated in 29 CFR 1910.1020(f).

### **5.1 Initial and Annual Training Requirements**

Upon an employee's first entering into employment, and at least annually thereafter, Airswift shall inform current employees of the existence, location, and availability of any records covered by this section; the person responsible for maintaining and providing access to records; and each employee's rights of access to these records

### **5.2 Transfer of Records**

If Airswift ceases to do business, all records subject to this section shall transfer to the successor employer. IF there is no successor employer to receive and maintain the records, or Airswift intends to dispose of any records required to be preserved for at least the (30) years, then those records shall transfer to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so, required by a specific occupational safety and health standard.

### **5.3 Retention of Records**

All medical records must be retained for the duration of employment plus 30 years. Employee exposure records must be retained for 30 years.