

UT Martin Environmental Health & Safety – Safety Procedure

MAINTENANCE OF EMPLOYEE HEALTH RECORDS REQUIRED BY LAW

EFFECTIVE DATE: 04/01/92, REVISED: 09/14

1. RECORDS TO BE MAINTAINED

- A. The Safety Officer will store the OSHA 300 (TOSHA) records and applicable investigative information.
These records will be filed in chronological order and updated as the new monthly OSHA 300's are sent. The records in the file will have a five (5) year storage life from the date of the accident. These records will be retrievable as requested.
- B. The Safety Officer will store any records relating to an employee's exposure to toxic and other hazardous chemicals. The period of storage will be thirty (30) years from the employee's last date of employment.
- C. Human Resources (HR) will maintain all records of employee exposure to bloodborne pathogens for a period of thirty (30) years from the employee's last date of employment.

2. DOCUMENTS WHICH MUST BE MAINTAINED

- A. The Safety Officer will maintain the OSHA 300 log for the year involved, plus records of accident reports and investigations. No hospital or physician's records will be attached or included.
- B. The Safety Officer will maintain the records of toxic and hazardous chemical exposures to employees.
Records are to be kept only of those persons having been treated for symptoms arising out of a known exposure that has been documented; included will be any medical information and investigative or accident report made at that time.
- C. HR will maintain records of exposures to bloodborne pathogens. Records are to be kept only of those persons having been treated for symptoms arising from the known exposure or where a questionable exposure has occurred; included will be any medical information and investigative or accident report made at that time.
- D. Non-employee records for exposures to toxins or for exposures to bloodborne pathogens will be maintained by HR for a period of five (5) years from the date of occurrence.
- E. All records will be marked confidential.
- F. These requirements for maintenance of employee health records shall serve as an exception to the usual record keeping requirements found in the University of Tennessee Fiscal Policies.