



Department of Environmental Health & Safety  
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January 22, 2009

TO: All Employees

FROM: Steve Farrell, Director

A handwritten signature in black ink, appearing to read "Steve Farrell".

SUBJECT: Employee's Right to Access Exposure and Medical Records

### **NOTICE**

In accordance with the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.1020, this letter serves to notify all Wright State personnel of their right to access relevant exposure and medical records. Personnel also have the right to review any workplace monitoring results conducted by Environmental Health and Safety, or contracted outside agencies, relative to exposure to chemical, biological, radioactive, or physical agents. Initial requests shall be provided without cost to the employees.

Employees may also designate an "employee representative" to have access to their exposure and medical records. This request must be made in writing.

Personnel interested in reviewing relevant exposure or medical records can contact Helen Kay Dean at extension 3680, or via email at [helen.dean@wright.edu](mailto:helen.dean@wright.edu), to obtain procedures to access the information.