

Occupational Medical and Exposure Records Protocol				
Tampa Electric Company				
Energy Supply				
Creation Date:	10/17/01	Last Modified:	05/19/06	
Audience: All Tampa Electric Company, Energy Supply personnel				

- I. The Energy Supply Manager, Safety and Industrial Health, is charged with the overall responsibility of the Occupational Medical and Exposure Records for Energy Supply employees.
- II. Location Safety and Industrial Health Coordinators are responsible for maintaining and securing the Medical Records specific to their location.
- III. Hard Copy Medical Record documents are kept in locked file cabinets in each location's Nurse's office. The exceptions (Non-Power Station employees) are the files stored at Bayside, which are also kept in a locked file cabinet in the Records Room. Additional records are maintained in electronic form in the password protected Medgate files.
- IV. Access to Medical Records is restricted to Station Medical Personnel, and Safety and Health staff with a need to know.
- V. A new employee Occupational Medical and Exposure Record is initiated by the receipt of specific documentation from Human Resources:
 - A. New Hire Medical Assessment/Drug Screening results; or
 - B. TECO Energy Transfer Employee Medical file.
- VI. Inactive files will be forwarded to the ES Nurse Practitioner who will process them for records retention.
- VII. Only the following records are kept in the Energy Supply Medical files:
 - A. Audiometric Records
 - B. OSHA Respiratory Questionnaire
 - C. Medical Questionnaire and Exam Forms
 - D. Vaccination Records
 - E. Pulmonary Function Tests
 - F. Chest x-rays
 - G. Respiratory Clearance Status Form
 - H. Fit-testing evaluations
 - I. Pre-employment Medical Assessments/Drug test results
 - J. Medical Surveillance records and related employee communication
 - K. Access or Transfer requests
- VII. Employees or their representatives may have access to Medical Records when requested in writing. Request forms and an Employee Notification are found in Appendix A. They may also be found on the Energy Supply Safety and Health website:
<http://teconet/Daily/EnSupp/safety/Forms.htm>

NOTICE TO ENERGY SUPPLY EMPLOYEES

RE: ACCESS TO EMPLOYEE MEDICAL RECORDS

YOUR Company medical and exposure records, including right-to-know information on toxic substances and hazardous agents, are accessible to you as outlined in Tampa Electric Company's Administrative Policy I.6.10.

These records are available to employees to assist with the prevention early detection and treatment of occupational illnesses and to meet Occupational Safety and Health's (OSHA) requirements - Standard 29 CFR 1910.1020 (Access to Employee Exposure and Medical Records) and Standard 29 CFR 1910.1200 (Hazard Communication). Copies of these OSHA Standards are available upon request.

Medical and exposure records for Energy Supply are retained at each location by the Safety & Industrial Health Coordinator. If you wish to access your records, please contact your supervisor or your Safety Coordinator. For additional information and guidance please contact the Energy Supply Safety & Industrial Health Manager.



MEMORANDUM

SUBJECT: Access to Medical and Exposure Records

DATE: _____

FROM: _____ Dept. _____

TO: Facility Safety & Industrial Health Coordinator

I request that I be granted access to the following personal medical and exposure records maintained by Energy Supply Safety & Industrial Health Department.

Year	Describe medical or exposure record(s)
_____	_____
_____	_____
_____	_____
_____ Employee Signature	

Note: Please fill in form completely and return to your location Safety Coordinator. Arrangements must be made to pick up chest x-rays. These cannot be sent via mail, because they are oversized. All other records shall be sent directly to the employee by confidential mail. Please call your location Safety Coordinator, the Energy Supply Safety & Industrial Health Manager, or your station nurse if you have questions or need additional guidance.

FOR SAFETY & INDUSTRIAL HEALTH USE ONLY

Form requested: _____ (Date) Form received: _____ (Date)

Access provided: _____ Pick up Courier

Requestor signature upon receipt of records: _____

X-Ray returned: _____ (Date) Initials: _____



SUBJECT: **REQUEST FOR TRANSFER OF MEDICAL/EXPOSURE RECORDS**

DATE: _____

FROM: _____ Dept. _____

TO: Safety & Industrial Health, Energy Supply

I. REQUEST FOR TRANSFER OF MEDICAL/EXPOSURE RECORDS

I request the following medical and exposure records, presently being maintained by Energy Supply, Safety & Industrial Health, be transferred to me.

Employee Number	Employee Name
_____	_____
_____	_____
_____	_____

Requestor's Signature

II. ENERGY SUPPLY CHAIN OF CUSTODY

1. Request Form received by ES: _____ Records Transferred by: _____
(Date) (Name)

2. Transfer Method: Pick up Inter-office Confidential Mail

3. Requestor signature upon receipt of records: _____

4. Form Returned to Energy Supply _____
(Date) (Initials)