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**BOD Approval:** 5/23/2019  
**Responsibility:** All Departments

**Policy Number:** 6.14  
**Effective Date:** 2009  
**Distribution:** All Departments

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**I. POLICY:**

Katy Trail Community Health (KTCH) will maintain an employee health record for each employee which will include records of occupational exposure

**II. GUIDELINES:**

This record shall include:

1. The name and Social Security number of the employee.
2. A copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
3. Exposure Incident Report Form
4. The employer's copy of the visit note following an evaluation after an exposure incident.

Employee health records are kept confidential. Each employee may review his/her own health record as well as training records. Records will not be disclosed or reported to any person within or outside the workplace without the employee's express WRITTEN CONSENT or as otherwise provided by law. An exception is disclosure without consent for viewing and copying by the Assistant Secretary of Labor for Occupational Safety and Health, state Department of Health and Human Services, or where required by law.

KTCH will maintain the required records for the duration of employment plus thirty years. If the employer within that time ceases to do business and there is no successor employer to receive and retain these records for the prescribed period, the employer shall notify the OSHA Director. The Director will be contacted at least three months prior to record disposal so that the records may be transferred to the Director if so required.