

HAZARDOUS MATERIAL/PHYSICAL AGENT EXPOSURE DOCUMENTATION

1745

(January 2011)

In order to assist in accident prevention efforts and provide the best possible protection to employees, as well as comply with departmental regulations and CCR, TITLE 8, SECTION 3204, it is necessary to document possible employee exposures to toxic substances or harmful physical agents and work site studies related to toxic substances or harmful physical agents.

INITIAL REPORTING OF HAZARDOUS EXPOSURES

1745.1

(No.1 May 2011)

The employee shall report actual or possible occupational exposures to toxic substances, or harmful physical or chemical agents to their supervisor immediately upon knowledge of the exposure. The supervisor is responsible to create a record of the exposure using the Injury Assessment and Prevention System (IAPS) (See Safety Handbook section 1712.1.1). (Supervisors should also refer to the employee's Memorandum of Understanding and/or CAL FIRE's written California Professional Firefighter Personal Exposure Record Program. See Workers' Compensation Handbook 1900) Reporting and documentation requirements for communicable disease exposures are described in [Section 1850](#).

If the exposure results in a State Fund reportable injury or illness a Material Safety Data Sheet (MSDS) should be faxed to State Fund along with the CAL FIRE 3067.

RECORD RETENTION

1745.2

(No.1 May 2011)

OSHPros shall maintain exposure records and medical records showing hazardous exposures to employees and related monitoring and testing data for the duration of employment plus 30 years.

EXPOSURE RECORD ACCESS

1745.3

(No.1 May 2011)

Employees, their designated representatives, and authorized CAL-OSHA representatives have a right of access to relevant exposure records and associated medical records. Access by employees, their representatives, and CAL-OSHA representatives is necessary to effectively detect, treat, and prevent occupational disease. Request for access must be in writing directed to OSHPros. Disclosure limitations to be observed are in CCR, Title 8, Section 3204 and Civil Code Section 56.10, which require that these records be handled with the same sensitivity as medical records.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)