

Section: Medical Exposure Control Plan - General  
Subject: RECORD KEEPING  
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1. Accurate medical records will be established and maintained for each member that has an occupational exposure to blood or other potentially infectious material(s).
  - a. These medical records will contain:
    - i. The member's name and social security number.
    - ii. A copy of the member's Hepatitis B vaccination record.
    - iii. A copy of the results of the examination, testing and follow-up procedures.
    - iv. A copy of the health care provider's written report and opinion.
    - v. A copy of the information provided to the evaluating health care professional.
  - b. Member medical records for occupational exposure to blood or other potentially infectious materials will be kept confidential.
    - i. Information contained in the employee's medical record will not be disclosed to any person without the member's written consent, except as provided by law.
  - c. Member medical records will be maintained for the duration of the member's tenure with Hillsborough County Fire Rescue plus thirty (30) years after separation from the organization and will only be accessed with written permission of the member, except as provided by law.
2. Records of training sessions will be kept:
  - a. This information will include:
    - i. Names and job titles of all members attending the training.
    - ii. Dates of the training session.
    - iii. The content or a summary of the training program.
    - iv. Names and qualifications of person(s) conducting the training.
  - b. All training will be recorded in the member's training file and will be maintained for a period of not less than three (3) years from the date of training.
3. Should a member elect to temporarily decline the use of personal protective equipment due to **rare and extraordinary circumstances** when in the member's professional judgment its use will prevent the delivery of pre-hospital emergency care, public safety services, or pose an increased hazard to themselves or a co-worker they will:
  - a. Thoroughly document all circumstances of the event and submit a report up through the chain of command in order to determine whether changes can be instituted to prevent such occurrences in the future.
4. All medical and training records will be made available to the Assistant Secretary of Labor for Occupational Safety and Health, the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Resources, or their representative(s) upon request as outlined in 29 CFR 1910.1030.
5. Member medical records pertaining to occupational exposure to blood or other potentially infectious materials will be provided upon written request to the member or anyone having their written consent.