

Chapter 12: RECORD KEEPING

Lehman College maintains the following records as required under the OSHA Laboratory Standard and other relevant OSHA standards. These records can be made available to employees, to the administration, or to any outside inspection agencies upon request.

An Official Chemical Hygiene Plan

The CHP is available for review between 9am-5pm, Monday - Friday and will be maintained by the CHO. Copies of this plan are located in the following offices:

- Public Safety: Apex 109
- Campus Facilities: Shuster Hall 327
- EHS Office: Music Bldg B37A
- Library Reference Desk

Laboratory Employee Training Records	These records will be maintained by the CHO
Laboratory Inspection and Maintenance Reports	Reports of laboratory inspections and maintenance records will be kept by the CHO
Incident Reports/Illnesses and Injury Logs	CHO will maintain records of all laboratory incidents that occur at Lehman College and any follow-up action taken in response to the incident. Records of injuries and illnesses that have been documented by the CHO will be maintained and posted regularly as required
Medical Information	The information resulting from medical consultations and exams conducted in response to workplace exposures or incidents will be maintained by the CHO. Access will be restricted
Air Monitoring Results	Whenever air monitoring or personal sampling of employees is conducted, employees are entitled to the result of this monitoring under OSHA's Access to Medical and Exposure Records standard (29 CFR Part 1910.20)
Chemical Exposure Records	Records will be maintained by the CHO of employee exposures to "Toxic and Hazardous Substances" listed in OSHA 29 CFR Part 1910 Subpart Z
Chemical Hygiene Committee Meeting Minutes	Minutes will be maintained by the Chemical Hygiene committee chair and the CHO (EH&S Office, Music Bldg, Room B37A)
Employee Complaint Record	Records will be kept by the CHO