

## Individual Request

Dear Employer

This is a request that you provide copies of the following documents on behalf of \_\_\_\_\_  
\_\_\_\_\_. If you contend that we are not entitled to copies of such documents but only  
the right to inspect such documents, please advise us of when we can inspect such documents.

This information is sought by \_\_\_\_\_ as the representative of certain of your  
employees. It is also sought on behalf of the individual whose name appears above.

We expect that this information will be provided within the time provided by statute or  
regulation. We will take enforcement action if there is any delay in providing this information.

1. The results of past or present exposure of the employee to (1) toxic  
substances or harmful physical agents (and please specify if known); (2)  
noise and (3) heat;

Exposure records of other employees with past or present  
duties or working conditions related to or similar to those of the  
employee;

Records containing exposure information concerning the  
employee's workplace or working conditions.<sup>1</sup>

2. Copies of all Material Safety Data Sheets which the employer  
has on file for chemicals or substances used in the workplace.<sup>2</sup>

3. Exposure records of all employees regarding exposure to  
chemicals, noise, or other harmful agents (heat, cold, etc.). The  
union requests all environmental monitoring results, all biological  
monitoring results and all Material Safety Data Sheets.

Any analysis using these exposure records.

Any analysis using employee medical records.<sup>3</sup>

4. All medical and employment questionnaires and histories for the  
employee

The results of all medical exams and laboratory tests for the  
employee;

All medical opinions, diagnoses, progress notices and  
recommendations.

## Individual Request

Descriptions of all treatments and prescriptions for the employee.<sup>4</sup>

- 5 As the designated representative of the employee, the union hereby requests all employee medical records for the employees as those records are defined in 29. C.F.R. §1910.20(c).<sup>5</sup>
- 6 A copy of the Log and Summary of Occupational Injuries and Illness (OSHA 200 Log) covering the last five years. This requests is for the entire log not just the summary.<sup>6</sup>
- 7 A copy of all Supplementary Records of Occupational Injuries and Illnesses (OSHA Form 101) or equivalent document for the last five years.<sup>7</sup>
8. All records which are required to be kept under the following OSHA standards: 1910.44; 1910.66; 1910.68; 1910.95; 1910.96; 1910.120; 1910.142; 1910.157; 1910.160; 1910.179; 1910. 180; 1910.181; 1910.134; 1910.159; 1910.184; 1910.217; 1910.218; 1910.255; 1910.268; 1910.272; 1910.423; 1910.430; 1910.440; 1910.550; 1910.803; 1910.1001; 1910.1003; 1910. 004; 1910.1006; 1910.1007; 1910.1008; 1910.1009; 1910.1010; 1910.1011; 1910.1013; 1910.1014; 1910.1015; 1910.1016; 1910.1017; 1910.1018; 1910.1025; 1910.1028; 1910.1029; 1910.1043; 1910.1045; 1910.1047; 1910.1048; 1910.1450; 1910.1101; 1915.7; 1915.12; 1915.113; 1915.172; 1917.23; 1917.24; 1917.45; 1917.116; 1917.117; 1918.61; 1918.66; 1918.93; 1919.10; 1919.11; 1919.12; 1926.58; 1926.251; 1926.404; 1926.552; 1926.800; 1926.803; 1926.900; 1926.903; 1926.905;<sup>8</sup>
- 9 All records which show (1) Gross wages earned; (2) total hours worked by the employee; (3) all deductions; (4) net wages earned; (5) the inclusive dates of the period for which the employee was paid; (6) the name of the employee and his/her

## Individual Request

social security number; and (7) the name and address of the legal entity which is the employer.<sup>9</sup>

- 10 Copies of all documents signed relating to the obtaining or holding of employment.<sup>10</sup>
- 11 All records for the employee which show:(1) full name, home address, occupation and designation of whether employee is minor; (2) Birthdate if under 18; (3) Time records showing when the employee began and ended shift intervals and total daily periods, split shifts intervals, and total daily hours worked. These records should also show meal periods. (4) Total wages paid each payroll period including the value of any board, lodging, or other compensation; (5) total hours worked in the payroll period and applicable rates of pay(6) If a piece rate or incentive plan was in effect, an explanation of the piece rate or incentive plan and the production records; and (8) the separate statement required by the I.W.C. Order § 8.<sup>11</sup>
- 12 All personnel files which are used or have been used to determine employee's qualifications for employment, promotion, additional compensation, termination

### FOOTNOTES

1. 29 C. F. R. § 1910.20

2. 29 C. F. R. § 1910.20

3. 29 C.F. R. § 1910.20

4. 29 C. F. R. § 1910.20

5. A release is authorizing the employer to release this information the union must be included with this request.

6. 29 C. F. R. § 1904.7(b)(1).

7. 29 C. F. R. § 1904.7(b)(3).

8. Not all of this information has to be kept by all employees. Each standard is specific to an industry.

## Individual Request

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9. L.C. §226.

10. L.C. §432.

11. Each applicable I.W.C. Order at Section 8 requires these records be made available for three years.