Effective:- 06/12/2013

3M UK Health Surveillance and Medical Records Management policy

Overview

Health Surveillance is a necessary part of the controls 3M use to ensure the safe systems of work are functioning effectively. They are in place to protect individuals who may be working in various environments where specific hazards may be present, for example, noise.

It is a requirement of individuals to comply with the company's arrangements for health and safety under the Health and Safety at Work Act.

Demographic and health information will be stored electronically in a computer database at 3M Corporate Headquarters in the United States. This is to permit the use of a consistent global electronic medical record system for 3M throughout the world. In limited circumstances, 3M may be required to disclose personal information in accordance with a court order or by law.

Legal agreements are in place to assure the information within this database is protected.

Scope

This policy applies to all 3M UK Employees and Contingent Workers, and anyone who works at 3M UK locations on behalf of 3M, who undergo health surveillance during the course of their work for 3M.

Health Surveillance

Health Surveillance may be required dependent on the activities performed at 3M. Examples of Health Surveillance include, but are not limited to; audiometry, lung function, skin examinations, etc… The frequency of surveillance is contained within the relevant 3M health surveillance policies, but may be more frequent, deemed by the licensed occupational health providers assigned to the location.

Medical Records

Medical Records include, but not limited to:- Health questionnaires, medically related test results, medical opinions, progress notes and recommendations, descriptions of treatments, prescriptions, diagnoses and medical complaints, which may have been collected through evaluations for health surveillance, pre-placement, fitness for work, workplace injury or illness

Privacy

3M recognises individuals have the right to their personnel medical information being kept confidential. Medical records are created by licensed occupational health professionals, who are either employed by 3M or contracted by 3M. Safeguards exist in the database to protect your privacy. Their access is limited to only the information necessary for them to work with you to maintain your health whilst working for 3M. These professionals are required to abide by stringent

3M policies and procedures before they can gain access to the database. This is controlled by the 3M Occupational Medicine Dept in the United States.

Your Access

You have the right to review the information about you that is stored in the global electronic medical database, by writing to your local Occupational Health provider, at your location. (Note:- There will be an administration charge for reproducing your medical records.) This information will never be shared without your consent; however 3M may be required to disclose personal information in accordance with a court order or by law.

Further Information

- 3M Medical Confidentiality Guidelines
- 3M Health Surveillance Policies, within the 3M Medical Surveillance Manual

This can be found in the QDS manual, accessed through the Corporate Occupational Medicine page on the Source (US)

Revision Dates

Date	Revision
01/07/13	Initial Document
06/12/13	Minor grammatical amendments

For 3M Employees consent is not required, as this forms part of the general employment Contract. Consent is however required for all contingent workers and anyone who works at 3M UK locations on behalf of 3M, who undergo health surveillance during the course of their work for 3M.

Consent to the Health Surveillance and Medical Records Management Policy:-

I certify, that I _____ (Print Name) will comply with and are happy with the requirements of the policy above.

Signature:- _____

Date:- _____