OSHA checklist for lab managers

CONTENTS

For grossing and histology laboratories.

Laboratory / location: **Reviewer:** **Date:**

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Part 1 - Action checklist. Mark Done or N/A and use the ruled space for notes.

Part 2 - Audit worksheets. Use the original examples to review completed work and record findings.

Click a contents page number, related task number, or source reference to open it. All writing lines are fillable.

Work with your safety officer and industrial hygienist on exposure decisions. Check whether your state's OSHA rules add requirements to the federal provisions cited here.

OSHA checklist for lab managers

PART 1 / ACTION CHECKLIST

01 Identify the standards that apply to your laboratory

Task	Source reference	Status and notes
001. Confirm whether federal OSHA or a State Plan covers this employer and worksite.	OSHA State Plans	☐ Done ☐ N/A
002. Document why each operation is treated as production or qualifying non-production laboratory work.	OSHA interpretation: formaldehyde exposures in laboratories	☐ Done ☐ N/A
003. Identify exposed employees by job, work area, shift, and task.	1910.1048(d)(1)-(2): employees and representative exposure groups	☐ Done ☐ N/A

01 Identify the standards that apply to your laboratory (continued)

Task	Source reference	Status and notes
004. Complete initial formaldehyde exposure assessment or retain the objective data supporting the sampling exception.	1910.1048(d)(1)(ii) and (d)(2): initial monitoring and objective-data exception	☐ Done ☐ N/A

PART 1 / ACTION CHECKLIST

02 Check chemical labels, safety data sheets, and staff understanding

Task	Source reference	Status and notes
005. Reconcile the working chemical inventory with products at the bench, in storage, and in waste areas.	1910.1200(b)(2)-(3) and (h): chemicals present and employee information	☐ Done ☐ N/A
006. Check that incoming hazardous-chemical labels remain legible and are not removed or defaced.	1910.1200(b)(3)(i): incoming container labels	☐ Done ☐ N/A
007. Review formaldehyde container labels against the applicable hazard-communication requirements.	1910.1048(m): formaldehyde hazard communication	☐ Done ☐ N/A

02 Check chemical labels, safety data sheets, and staff understanding (continued)

Task	Source reference	Status and notes
008. Demonstrate access to the received SDS for every hazardous product in use during each shift.	1910.1200(b)(3)(ii): laboratory SDS access	☐ Done ☐ N/A
009. Provide training at initial assignment and when a previously unaddressed chemical hazard is introduced.	1910.1200(b)(3)(iii) and (h): laboratory employee training	☐ Done ☐ N/A

03 Understand formaldehyde and xylene exposure limits

Task	Source reference	Status and notes
010. Match each result to the chemical, units, and averaging period used by the limit.	1910.1048(b)-(d): airborne limits and representative sampling	☐ Done ☐ N/A
011. Check the time weighting and account for the whole exposure period.	1910.1048(c)-(d): TWA and representative full-shift exposure	☐ Done ☐ N/A
012. Review formaldehyde short-term exposure separately from the shift average.	1910.1048(c)(2) and Appendix A: short-term exposure evaluation	☐ Done ☐ N/A

03 Understand formaldehyde and xylene exposure limits (continued)

Task	Source reference	Status and notes
013. Label the xylene OSHA limit and NIOSH recommendations separately in the assessment.	OSHA chemical database: xylene, all isomers	☐ Done ☐ N/A
014. Have the exposure assessment address other ingredients and applicable mixture effects.	1910.1000(d): exposure calculations and mixtures	☐ Done ☐ N/A

04 Plan and document personal badge monitoring

Task	Source reference	Status and notes
015. Document the employees, jobs, areas, and shifts represented by each formaldehyde sample.	1910.1048(d)(1)(iii)-(iv) and (d)(2)(i): representative sampling	☐ Done ☐ N/A
016. Include ordinary work and tasks likely to produce the highest exposures.	OSHA Technical Manual, Section II, Chapter 1: on-site sampling plan	☐ Done ☐ N/A
017. Confirm that the chosen sampler and method can measure the required chemical and exposure interval.	1910.1048(d)(5): monitoring accuracy	☐ Done ☐ N/A

04 Plan and document personal badge monitoring (continued)

Task	Source reference	Status and notes
018. Place the personal sampler in the employee's breathing zone, with its inlet unobstructed.	1910.1048 Appendix A: personal breathing-zone sampling	☐ Done ☐ N/A
019. Open the sampler only when sampling starts and seal it promptly when sampling ends.	OSHA Technical Manual, Section II, Chapter 1: diffusive sampler handling	☐ Done ☐ N/A
020. Obtain a valid 15-minute assessment for formaldehyde tasks with brief, intense exposure.	1910.1048 Appendix A: short-term exposure evaluation	☐ Done ☐ N/A

04 Plan and document personal badge monitoring (continued)

Task	Source reference	Status and notes
021. Prepare blanks, seal samples, and document shipment as required by the method and analytical laboratory.	OSHA Technical Manual, Section II, Chapter 1: sampling media and chain of custody	☐ Done ☐ N/A
022. Review reporting limits, blank results, sample duration, and analytical qualifications before interpreting a result.	1910.1048(d)(5) and Appendix B: accuracy and method limitations	☐ Done ☐ N/A

05 Act on monitoring results and set the next review

Task	Source reference	Status and notes
023. Schedule formaldehyde monitoring at least every six months when the last TWA result is at or above 0.5 ppm.	1910.1048(d)(3)(ii): action-level monitoring frequency	☐ Done ☐ N/A
024. Schedule at least annual worst-condition monitoring when the last formaldehyde STEL result is at or above 2 ppm.	1910.1048(d)(3)(iii): STEL monitoring frequency	☐ Done ☐ N/A
025. Repeat the initial assessment after exposure-increasing changes and promptly monitor employees reporting relevant respiratory or skin symptoms.	1910.1048(d)(2)(ii)-(iii): changes and symptoms	☐ Done ☐ N/A

05 Act on monitoring results and set the next review (continued)

Task	Source reference	Status and notes
026. Document every condition before discontinuing periodic formaldehyde monitoring.	1910.1048(d)(4): termination of periodic monitoring	☐ Done ☐ N/A
027. Notify every affected employee within 15 working days of receiving formaldehyde results.	1910.1048(d)(6): employee notification	☐ Done ☐ N/A
028. Implement controls when formaldehyde exposure exceeds a PEL and verify that the corrective measures work.	1910.1048(f)-(g): engineering controls, work practices, and respiratory protection	☐ Done ☐ N/A

05 Act on monitoring results and set the next review (continued)

Task	Source reference	Status and notes
029. Establish posted regulated areas where airborne formaldehyde exceeds the TWA PEL or STEL.	1910.1048(e): regulated areas	☐ Done ☐ N/A
030. Refer employees for the formaldehyde medical-surveillance program when its criteria are met.	1910.1048(l): medical surveillance and physician information	☐ Done ☐ N/A

06 Verify ventilation and task-specific protection

Task	Source reference	Status and notes
031. Check the operating condition and effective use of local exhaust before relying on it for the task.	OSHA laboratory safety quick facts: chemical fume hoods	☐ Done ☐ N/A
032. Define and practice the response to an exhaust alarm or loss of capture.	1910.1048(f) and (k): exposure controls and emergencies	☐ Done ☐ N/A
033. Retain the written PPE hazard-assessment certification and verify fit and demonstrated use.	1910.132(d) and (f): PPE assessment, fit, and training	☐ Done ☐ N/A

06 Verify ventilation and task-specific protection (continued)

Task	Source reference	Status and notes
034. Confirm glove compatibility and replacement criteria for each chemical-handling task.	1910.1048 Appendix A: protective gloves and permeation-based selection	☐ Done ☐ N/A
035. Match eye, face, and clothing protection to the possible formaldehyde splash.	1910.1048(h): protective equipment and clothing	☐ Done ☐ N/A
036. Verify required respirator users have the appropriate program, medical evaluation, training, and fit testing.	1910.1048(g): formaldehyde respiratory protection and incorporated 1910.134 requirements	☐ Done ☐ N/A

07 Review bloodborne-pathogen controls at the bench

Task	Source reference	Status and notes
037. Maintain an accessible Exposure Control Plan with current exposed jobs and tasks.	1910.1030(c): Exposure Control Plan and exposure determination	☐ Done ☐ N/A
038. Observe the use and disposal of contaminated sharps and the availability of suitable containers.	1910.1030(d)(2) and (d)(4)(iii): engineering controls and sharps containers	☐ Done ☐ N/A
039. Verify specimen containment, surface decontamination, and handwashing practices.	1910.1030(d): work practices, specimen containers, and housekeeping	☐ Done ☐ N/A

07 Review bloodborne-pathogen controls at the bench (continued)

Task	Source reference	Status and notes
040. Offer hepatitis B vaccination to eligible employees with occupational exposure within the required period.	1910.1030(f)(2): hepatitis B vaccination	☐ Done ☐ N/A
041. Make confidential post-exposure evaluation and follow-up immediately available after an exposure incident is reported.	1910.1030(f)(3): post-exposure evaluation and follow-up	☐ Done ☐ N/A

08 Check eyewashes, spill response, flammable storage, and waste

Task	Source reference	Status and notes
042. Provide the required eyewash and verify staff can reach and use it from the splash-risk task.	1910.1048(i)(3): eyewash facilities	☐ Done ☐ N/A
043. Provide conveniently located quick-drench showers where skin may be splashed with solutions containing at least 1% formaldehyde.	1910.1048(i)(2): quick-drench showers	☐ Done ☐ N/A
044. Specify who can handle an incidental spill and how to summon emergency help.	1910.1048(j)-(k): leaks, spills, cleanup, and emergencies	☐ Done ☐ N/A

08 Check eyewashes, spill response, flammable storage, and waste (continued)

Task	Source reference	Status and notes
045. Review flammable-liquid storage and handling using the actual product classification and quantities.	1910.106: flammable liquids	☐ Done ☐ N/A
046. Keep chemical waste identified and contained, and confirm the disposal route for each waste stream.	1910.1048(j)(4) and Appendix A: formaldehyde waste	☐ Done ☐ N/A

09 Maintain training, exposure records, and corrective-action evidence

Task	Source reference	Status and notes
047. Track initial, new-exposure, and at least annual formaldehyde training for affected employees.	1910.1048(n): employee information and training	☐ Done ☐ N/A
048. Provide required bloodborne-pathogens training and retain its records for three years.	1910.1030(g)(2) and (h)(2): training and training records	☐ Done ☐ N/A
049. Retain formaldehyde exposure records and no-monitoring determinations for at least 30 years.	1910.1048(o)(1)-(2) and (o)(5)(i): exposure records	☐ Done ☐ N/A

09 Maintain training, exposure records, and corrective-action evidence (continued)

Task	Source reference	Status and notes
050. Maintain formaldehyde medical-surveillance records for employment plus 30 years, with controlled access.	1910.1048(l)(7) and (o)(3), (5): medical opinions and retention	☐ Done ☐ N/A
051. Provide required access to exposure and medical records through a documented request process.	1910.1020(e)(1): employee access to records	☐ Done ☐ N/A
052. Retain evidence that a completed exposure-control correction addresses the affected task.	1910.1048(d) and (f): representative exposure assessment and control	☐ Done ☐ N/A

01 Identify the standards that apply to your laboratory

Audit exercise	Findings and follow-up
001. Confirm whether federal OSHA or a State Plan covers this employer and worksite. Record the worksite state, whether the employer is private or governmental, the enforcing agency, and the location of any state-specific exposure limits. Related checklist task: 001	
002. Document why each operation is treated as production or qualifying non-production laboratory work. List routine patient-specimen grossing and histology separately from a research-only operation; identify the standards used for each. Related checklist task: 002	

01 Identify the standards that apply to your laboratory (continued)

Audit exercise	Findings and follow-up
003. Identify exposed employees by job, work area, shift, and task. Include the evening technician who changes processor reagents and the assistant who pours waste, even if neither routinely grosses specimens. Related checklist task: 003	
004. Complete initial formaldehyde exposure assessment or retain the objective data supporting the sampling exception. A manufacturer's low-emission statement alone is not enough unless the documented data cover foreseeable conditions of use and show that no employee can reach the action level or STEL. Related checklist task: 004	

02 Check chemical labels, safety data sheets, and staff understanding

Audit exercise	Findings and follow-up
005. Reconcile the working chemical inventory with products at the bench, in storage, and in waste areas. Record the supplier and product code for the xylene actually used in the stainer; add a newly introduced clearing agent before reviewing its hazards. Related checklist task: 005	
006. Check that incoming hazardous-chemical labels remain legible and are not removed or defaced. Inspect the formalin drum and solvent bottles for labels damaged by drips or covered by an internal stock sticker. Related checklist task: 006	

02 Check chemical labels, safety data sheets, and staff understanding (continued)

Audit exercise	Findings and follow-up
007. Review formaldehyde container labels against the applicable hazard-communication requirements. Check a refillable formalin dispenser and a transferred working container; confirm that staff can identify the contents and applicable hazards without relying on cap color. Related checklist task: 007	
008. Demonstrate access to the received SDS for every hazardous product in use during each shift. Have an evening-shift employee retrieve the actual xylene SDS from the work area without a manager-only password or locked office. Related checklist task: 008	

02 Check chemical labels, safety data sheets, and staff understanding (continued)

Audit exercise	Findings and follow-up
009. Provide training at initial assignment and when a previously unaddressed chemical hazard is introduced. Before changing clearing agents, review the new product's hazards, protective measures, storage, and spill procedure with affected staff. Related checklist task: 009	

03 Understand formaldehyde and xylene exposure limits

Audit exercise	Findings and follow-up
010. Match each result to the chemical, units, and averaging period used by the limit. A report for liquid formalin concentration cannot establish airborne exposure. A 30-minute air sample also cannot be labeled a 15-minute STEL result without a valid method and interpretation. Related checklist task: 010	
011. Check the time weighting and account for the whole exposure period. For an eight-hour shift, four hours at 0.4 ppm plus four hours at 0.8 ppm gives a 0.6 ppm TWA. That exceeds the formaldehyde action level but not its TWA PEL. Do not assume unsampled time was zero. Related checklist task: 011	

03 Understand formaldehyde and xylene exposure limits (continued)

Audit exercise	Findings and follow-up
012. Review formaldehyde short-term exposure separately from the shift average. A 15-minute exposure of 3 ppm followed by 465 minutes at 0.1 ppm averages about 0.19 ppm over eight hours, but the 15-minute result exceeds the 2 ppm STEL. Related checklist task: 012	
013. Label the xylene OSHA limit and NIOSH recommendations separately in the assessment. Use 100 ppm over eight hours for the federal OSHA PEL comparison; identify a 150 ppm 15-minute comparison as the NIOSH recommendation. Verify applicable State Plan limits. Related checklist task: 013	

03 Understand formaldehyde and xylene exposure limits (continued)

Audit exercise	Findings and follow-up
014. Have the exposure assessment address other ingredients and applicable mixture effects. Provide the industrial hygienist with the actual solvent and formalin SDSs, including any listed methanol or ethylbenzene, rather than ordering only a generic solvent badge. Related checklist task: 014	

04 Plan and document personal badge monitoring

Audit exercise	Findings and follow-up
015. Document the employees, jobs, areas, and shifts represented by each formaldehyde sample. Sample grossing and processor reagent changes as distinct exposure situations; document objective evidence before using a day-shift result to represent a different shift. Related checklist task: 015	
016. Include ordinary work and tasks likely to produce the highest exposures. Record container opening, prolonged grossing, processor draining, and waste transfer times so the hygienist can select appropriate full-shift and short-term measurements. Related checklist task: 016	

04 Plan and document personal badge monitoring (continued)

Audit exercise	Findings and follow-up
017. Confirm that the chosen sampler and method can measure the required chemical and exposure interval. Before purchase, obtain confirmation that the formaldehyde sampler can meet the required accuracy and reporting range for the intended TWA or 15-minute assessment. Related checklist task: 017	
018. Place the personal sampler in the employee's breathing zone, with its inlet unobstructed. Attach the sampler as instructed near the collar or lapel; check that a gown, face shield, or workstation barrier does not cover its inlet. Record any displacement. Related checklist task: 018	

04 Plan and document personal badge monitoring (continued)

Audit exercise	Findings and follow-up
019. Open the sampler only when sampling starts and seal it promptly when sampling ends. Log sample F-01, worker and job, date, 08:03 start, 12:03 stop, 240 minutes, tasks, ventilation status, and any interruptions. Use that duration only if allowed by the selected method. Related checklist task: 019	
020. Obtain a valid 15-minute assessment for formaldehyde tasks with brief, intense exposure. Arrange a separate suitable sample around a representative high-exposure task such as reagent transfer; retain its own start and stop times instead of estimating the STEL from a shift badge. Related checklist task: 020	

04 Plan and document personal badge monitoring (continued)

Audit exercise	Findings and follow-up
021. Prepare blanks, seal samples, and document shipment as required by the method and analytical laboratory. The submission packet identifies F-01 and blank FB-01, the analyte, sampling times, requested analysis, seal condition, and who released and received the samples; retain a copy with the results. Related checklist task: 021	
022. Review reporting limits, blank results, sample duration, and analytical qualifications before interpreting a result. A formaldehyde report of less than 1 ppm does not demonstrate exposure below the 0.5 ppm action level. Ask the laboratory or hygienist to resolve inadequate sensitivity, missing time records, or compromised samples. Related checklist task: 022	

05 Act on monitoring results and set the next review

Audit exercise	Findings and follow-up
023. Schedule formaldehyde monitoring at least every six months when the last TWA result is at or above 0.5 ppm. For a representative TWA result of 0.60 ppm, record the employees covered and a due date no later than six months after that monitoring. Related checklist task: 023	
024. Schedule at least annual worst-condition monitoring when the last formaldehyde STEL result is at or above 2 ppm. For a 2.0 ppm 15-minute result, plan the next assessment under the worst relevant conditions; do not use a quiet shift solely for convenience. Related checklist task: 024	

05 Act on monitoring results and set the next review (continued)

Audit exercise	Findings and follow-up
025. Repeat the initial assessment after exposure-increasing changes and promptly monitor employees reporting relevant respiratory or skin symptoms. Trigger review after a ventilation change, increased specimen volume, revised reagent transfer, or a worker's report of formaldehyde-associated irritation. Related checklist task: 025	
026. Document every condition before discontinuing periodic formaldehyde monitoring. Keep two consecutive representative sampling rounds at least seven days apart showing both TWA below 0.5 ppm and STEL below 2 ppm; explain why the sampled work reflects normal operations. Related checklist task: 026	

05 Act on monitoring results and set the next review (continued)

Audit exercise	Findings and follow-up
027. Notify every affected employee within 15 working days of receiving formaldehyde results. Retain the laboratory report receipt date, the notice or accessible posting, the employees represented, and corrective-action information when exposure exceeds a PEL. Related checklist task: 027	
028. Implement controls when formaldehyde exposure exceeds a PEL and verify that the corrective measures work. For a 2.4 ppm short-term result during waste transfer, review exhaust and transfer practices with the safety team, apply required interim protection, and arrange representative reassessment. Related checklist task: 028	

05 Act on monitoring results and set the next review (continued)

Audit exercise	Findings and follow-up
029. Establish posted regulated areas where airborne formaldehyde exceeds the TWA PEL or STEL. Post the required warning at entrances and restrict access to trained, authorized personnel; communicate the restriction to other employers working in the area. Related checklist task: 029	
030. Refer employees for the formaldehyde medical-surveillance program when its criteria are met. A TWA of 0.5 ppm or higher qualifies; a STEL above 2 ppm also qualifies. Address symptoms and emergency exposures separately. Provide the occupational-health clinician with duties, exposure results, and PPE information. Related checklist task: 030	

06 Verify ventilation and task-specific protection

Audit exercise	Findings and follow-up
031. Check the operating condition and effective use of local exhaust before relying on it for the task. Compare the airflow indicator with the equipment's accepted operating range, keep capture openings clear, and use the specified sash position where applicable. Do not invent one airflow number for every station. Related checklist task: 031	
032. Define and practice the response to an exhaust alarm or loss of capture. Staff can explain how they stop the affected task, close containers when safe, report the fault, and obtain authorization to resume after the control is restored. Related checklist task: 032	

06 Verify ventilation and task-specific protection (continued)

Audit exercise	Findings and follow-up
033. Retain the written PPE hazard-assessment certification and verify fit and demonstrated use. The certification identifies the workplace, assessment date, and certifying person; an observed reagent-change demonstration confirms the worker can put on and remove the selected protection. Related checklist task: 033	
034. Confirm glove compatibility and replacement criteria for each chemical-handling task. Keep manufacturer permeation information for the selected glove and the actual formalin or xylene product; define when splashed, damaged, or contaminated gloves must be replaced. Related checklist task: 034	

06 Verify ventilation and task-specific protection (continued)

Audit exercise	Findings and follow-up
035. Match eye, face, and clothing protection to the possible formaldehyde splash. For pouring a formaldehyde solution of at least 1%, select impervious protection that prevents skin and eye contact; use chemical safety goggles with a face shield when the splash could reach the eyes. Related checklist task: 035	
036. Verify required respirator users have the appropriate program, medical evaluation, training, and fit testing. For a required tight-fitting respirator, verify current fit testing for the actual model and size; confirm the cartridge is appropriate for formaldehyde and the required change schedule is documented. Related checklist task: 036	

07 Review bloodborne-pathogen controls at the bench

Audit exercise	Findings and follow-up
037. Maintain an accessible Exposure Control Plan with current exposed jobs and tasks. Check that the plan covers a newly added frozen-section service and contains a dated annual review, including consideration of safer devices and required employee input. Related checklist task: 037	
038. Observe the use and disposal of contaminated sharps and the availability of suitable containers. Check that scalpel blades are handled using the selected engineering or work-practice control and that nearby sharps containers are closable, puncture resistant, upright, and not overfilled. Related checklist task: 038	

07 Review bloodborne-pathogen controls at the bench (continued)

Audit exercise	Findings and follow-up
039. Verify specimen containment, surface decontamination, and handwashing practices. Observe transport of a leaking specimen, cleaning of a contaminated grossing surface, removal of gloves, and handwashing; check that food and drink are absent from exposure areas. Related checklist task: 039	
040. Offer hepatitis B vaccination to eligible employees with occupational exposure within the required period. After required training, document the offer within ten working days of initial assignment unless a listed exception applies; retain the prescribed declination if the employee declines. Related checklist task: 040	

07 Review bloodborne-pathogen controls at the bench (continued)

Audit exercise	Findings and follow-up
041. Make confidential post-exposure evaluation and follow-up immediately available after an exposure incident is reported. Ask an evening-shift employee where to obtain care after a contaminated scalpel injury and how to report it without waiting for the manager’s next shift. Related checklist task: 041	

08 Check eyewashes, spill response, flammable storage, and waste

Audit exercise	Findings and follow-up
042. Provide the required eyewash and verify staff can reach and use it from the splash-risk task. Walk from the formalin dispensing point to the eyewash, check access and operating condition, and review maintenance against the applicable requirements and equipment instructions. Related checklist task: 042	
043. Provide conveniently located quick-drench showers where skin may be splashed with solutions containing at least 1% formaldehyde. Assess a bulk-container transfer or possible equipment failure, then verify the shower location, access, and staff understanding of immediate use. Related checklist task: 043	

08 Check eyewashes, spill response, flammable storage, and waste (continued)

Audit exercise	Findings and follow-up
044. Specify who can handle an incidental spill and how to summon emergency help. Use a leaking container scenario to confirm staff know when to isolate the area, notify responders, and avoid cleanup beyond their training or protection. Related checklist task: 044	
045. Review flammable-liquid storage and handling using the actual product classification and quantities. Compare the xylene and alcohol stock with the applicable container, cabinet, storage-location, and ignition-control requirements; include waste solvent in the assessment. Related checklist task: 045	

08 Check eyewashes, spill response, flammable storage, and waste (continued)

Audit exercise	Findings and follow-up
046. Keep chemical waste identified and contained, and confirm the disposal route for each waste stream. Place formaldehyde-contaminated spill debris in sealed hazard-labeled containers; confirm the approved route for mixed chemical and tissue waste rather than putting it in ordinary trash or relying only on a biohazard label. Related checklist task: 046	

09 Maintain training, exposure records, and corrective-action evidence

Audit exercise	Findings and follow-up
047. Track initial, new-exposure, and at least annual formaldehyde training for affected employees. The roster includes temporary and evening staff, training dates, operations covered, symptoms to report, controls, PPE, and emergency duties; do not use a result below 0.5 ppm as the training exemption. Related checklist task: 047	
048. Provide required bloodborne-pathogens training and retain its records for three years. Keep the date, content summary, trainer's name and qualifications, and attendees' names and job titles; document a way for employees to ask the knowledgeable trainer questions. Related checklist task: 048	

09 Maintain training, exposure records, and corrective-action evidence (continued)

Audit exercise	Findings and follow-up
049. Retain formaldehyde exposure records and no-monitoring determinations for at least 30 years. Store the sampling and analytical method, dates and durations, tasks, results, PPE, and names and job classes represented with the report, rather than retaining only a pass/fail summary. Related checklist task: 049	
050. Maintain formaldehyde medical-surveillance records for employment plus 30 years, with controlled access. Use an occupational-health record system for questionnaires, examination results, and physician opinions; keep the manager's referral and completion tracking separate from unrestricted staff folders. Related checklist task: 050	

09 Maintain training, exposure records, and corrective-action evidence (continued)

Audit exercise	Findings and follow-up
051. Provide required access to exposure and medical records through a documented request process. Record when a request is received and route it to the responsible custodian; arrange access within 15 working days or provide the required explanation and earliest availability date when that is not possible. Related checklist task: 051	
052. Retain evidence that a completed exposure-control correction addresses the affected task. After repairing exhaust, retain the work order, operating checks, employee instructions, and representative follow-up assessment used to confirm control; do not close the action solely because a part was replaced. Related checklist task: 052	