

**Policy No. & Title: P209: EMPLOYEE HEALTH RECORDS****Policy Sponsor:** Director, Labour and Employee Relations**Effective:** 2020-09-17**Next Review:** 2026-09-17**Approvals:** 2001-11-07/AC-02-01; 2008-01-09/AC-07-04; 2009-03-04/AC-08-05;  
2012-03-28/SLC-11-10; 2015-05-27

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**1. PURPOSE**

The purpose of this policy is to provide a framework within which the College respects the right of employees to privacy and confidentiality of personal health information, and within which Occupational Health Nurses and third party agents appropriately exercise certain responsibilities by and on behalf of the College.

**2. POLICY**

The College respects the right of employees under the *Occupational Health and Safety Act* and the *Personal Health Information Protection Act, 2004* to privacy and confidentiality of personal health information. The College acknowledges the legal responsibility of an Occupational Health Nurse to safeguard employee privacy and to maintain confidentiality of employee health records.

Access to employee health records is limited to the Occupational Health Nurse responsible for providing services to the employee, other registered health care professionals retained by the College, and the third party agent where applicable. Staff who may see employee health information in the course of their job responsibilities are briefed regarding the confidential nature of this information and the need to abide by legislated requirement for confidentiality.

**3. REFERENCES**

*Occupational Health and Safety Act*

*Personal Health Information Protection Act, 2004*

[College Policy P201: Early and Safe Return to Work](#)

**4. ADDENDA**

None.

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