



OSHA Compliance Check

Facility: _____

Address: _____

Office Contact Person: _____ Number: _____

Email; _____

Date of Assessment: _____

X = Needs attention

1. Record Keeping:

____ Facility has appointed a safety compliance coordinator and current safety manual.

____ Employees report accidents and incidents to Safety Compliance Coordinator.

____ Facility reviews accident and incident reports as needed to improve safety concerns

____ Employee medical records are on file. Medical records include vaccination of HBV or decline of vaccination

____ A copy of employee's license and mal practice insurance are on file

____ Employees that are at risk of exposure to blood and OPIM has been offered the HBV vaccination

____ Employee safety suggestions are submitted in writing, reviewed for evaluation, and implemented as deemed necessary.

____ Faculty has protocol for handling, storing and disposal of controlled substances

____ Prescription pads contain the proper information requested by state regulatory agency such as BORID

OSHA Compliance Check List and Office Assessment

2. Dental Board, State and Federal Posting Regulations

_____ OSHA, State and Federal employment poster is on display

_____ Employees are familiar with the location of posters that are required to be displayed such as the "It's the Law" poster

3. Employee Training Information

_____ All employees receive annual OSHA training.

_____ New employees receive training regarding bloodborne pathogens policies and procedures prior to day of initial assignment

_____ Facility has current documentation of OSHA/ Bloodborne pathogens training with employees signatures

_____ Employees receive training regarding safe and effective use of equipment in the dental office such as x-ray units, lasers, and caries detectors etc.

_____ Employees receive training whenever a new piece of equipment or product is introduced to the practice

_____ Facility has a written Exposure Control Plan (ECP) in accordance with OSHA and CDC guidelines for employees to review.

_____ ECP is tailored to the specific requirements for the facility

4. Policies and Procedures in ECP include:

- A. Personal Protective Equipment
- B. Hand washing policies
- C. Immunization Policies
- D. Engineering and Work practice Controls
- E. Fire safety and Emergency evacuation plan
- F. Medical emergency plan
- G. Personal Protective Equipment and dress code
- H. Sterilization procedures and processing
- I. Housekeeping and Surface Disinfecting
- J. Radiation Safety
- K. Waste disposal
- L. Water filters

_____ Facility has a written Post Exposure Control Plan that states the name, address and phone number of the healthcare provider and facility where employees will be evaluated and treated after an exposure incident has occurred

_____ Employer has a stated plan for discussion of blood testing with known source individual

OSHA Compliance Check List and Office Assessment

_____ Employer is versed on proper dialogue regarding discussion of post exposure incident or accident with "source individual." It is recommended to consult the public health recommendation for current guidelines regarding source privacy act and testing.

_____ Facility utilizes Forms 300, 300A, 301 to record, report and evaluate accidents and injuries.

5. Employees know the location and proper use of:

- a) Eyewash station
- b) First aid kit and emergency equipment
- c) Fire extinguishers
- d) Electrical circuit breakers
- e) Emergency exits and meeting location
- f) Location of OSHA and MSDS manuals
- g) Location of Personal Protective Equipment
- h) Location and storage of hazardous chemicals
- i) Location of employment posters

6. Chemical Safety – New Hazmat Regulations

<http://www.mccs.me.edu/business/ghsvideo.html>

_____ Employees are familiar with location and contents of Safety Data Sheets

_____ Employees have received training on the new Hazmat changes regarding GHS/SDS

_____ Safety Data Sheets are on file for all products used, including injectable pharmaceuticals

_____ All secondary containers are clearly labeled so contents and hazards are properly identified.

_____ Facility checks expiration dates, rotates stock and disposes of expired medications and products as required by State Waste Disposal Regulations

_____ Employees are informed of how to properly mix, handle, store and dispose of hazardous chemicals utilized in the office.

_____ Employees incorporate the proper personal protective equipment with working with chemicals

_____ Employees have been informed of the effects of chemical exposure to skin, eyes, nose and mouth.

_____ There is adequate ventilation in work areas.

_____ Work areas are clean and orderly

_____ Chemical products are stored below eye level

_____ Storage area for chemicals is clean and orderly.

_____ Chemicals are not stored near area of ignition point

OSHA Compliance Check List and Office Assessment

____ Oxygen and Nitrous cylinders are secured to the wall or transport unit

____ Oxygen delivery system is compliant with the State Board of Emergency Compliance.

7. Fire Safety and Evacuation Plan

____ Facility has posted a fire evacuation plan.

____ A written evacuation plan is included in the employee training manual.

____ Employees are trained on fire safety and evacuation

____ Fire extinguisher has signature and date of most recent inspection

____ Employees are aware of the location of fire extinguishers. If necessary, a sign is posted to indicate the location of the fire extinguisher

____ Employees are trained on proper use of the fire extinguisher

8. Lighting and Electrical Safety

____ Work areas provide adequate lighting ____ Employees are aware of the location of the circuit breakers

____ The office has GFI ____ Circuits are clearly marked

____ No overloaded circuits ____ No worn out or loose wires

____ Plug covers are utilized where needed ____ Outlets are grounded

____ Employees are trained on electrical safety and first aid.

9. Means of Egress

X All exits are properly marked and have proper lighting – see notes

____ Exit signs meet required specification

____ Doors that can lead to an area of entrapment are clearly marked

____ Exits doors are clear of obstructions on both sides

____ Emergency exits and main exits are unlocked and do not require keys or a code to open during work hours

10. First Aid/ CPR and Emergency Care Equipment

- ____ Eyewash station is in a central location and sufficient for facility use.
- ____ Employees have been trained on effective use of eyewash station and treatment of eye injuries.
- ____ There is a sign to designate the location of the eyewash station
- ____ Emergency equipment is compliant with the State Board of Emergency Compliance Regulations.
- ____ First Aid Kit is current and significant for office needs.
- ____ Employees are trained and have current CPR certification.
- ____ Oxygen and Nitrous cylinders are in working condition and secured to wall or transport units in an upright position
- ____ Empty and unused cylinders are capped and properly labeled.
- ____ AED is stored in proper location and in working condition. Check pads and batteries.

11. Radiation Safety

- ____ Facility has is current with State Radiation Health and Safety Regulations.
- ____ Radiation stickers are posted in appropriate locations.
- ____ Lead aprons are handled, stored and tested in accordance with state guidelines and regulations
- ____ Employees are certified in proper technique, handling and processing or radiographic equipment and materials
- ____ Employees practices and incorporates necessary safety features to minimize exposure to patient and provider when taking radiographs
- ____ Employees demonstrate infection control procedures when taking and processing radiographs

12. Infection Control /Blood borne Pathogens / House Keeping

- ____ Employees are trained on the process of disease transmission
- ____ Employees have received CDC updates regarding HBV, HIV, TB and other potentially infectious diseases
- ____ Employees receive training on Aerosol Transmissible Diseases:
www.cdc.gov/mmwr/preview/mmwrhtml/rr5217a1.htm
- ____ Employees received latest CDC update regarding immunization

OSHA Compliance Check List and Office Assessment

_____ Employees been trained in regards to prevention and recognition of latex allergies














_____ Employees received training regarding CDC guidelines for selection, utilization and disposal of Personal Protective Equipment. Storage location of all PPE is addressed in the office ECP.

_____ Facility laundry policy is in compliance with OSHA requirements

_____ Employees demonstrate proper technique and product selection in regards to CDC hand hygiene a

_____ Facility has designated work and non -work related areas

13. Housekeeping schedule has been established for decontamination of the following items and surfaces:

-  Counter tops
-  Equipment
-  Containers, pails, and sinks
-  Floors
-  PPE
-  Changing of solutions including:
 -  Cold solutions
 -  Ultrasonic solutions
 -  Disinfectant solutions
 -  X-ray solutions
-  Food and dental product are stored in separate refrigerators
-  Refrigerators are cleaned and sanitized weekly
-  Other:

Housekeeping schedule provides dates for maintenance, names of employees responsible for the task and employees signatures that validate compliance.

14. Dental Equipment

_____ Dental equipment is disinfected or sterilized prior to in or out of office repair. In office service technicians should be informed if equipment was not able to be cleaned or sterilized prior to repair.

_____ Lab cases are sanitized or disinfected prior to shipping to lab

_____ Lab equipment utilized for grinding or polishing has a proper fitting shield or barrier that serves to minimize possible injuries to mucous membranes such as eyes, nose and mouth.

OSHA Compliance Check List and Office Assessment

15. Sharps Devices and Containers

- ____ Employees are trained to recognize and identify the risk of collision with stationary objects
- ____ Employees incorporate work practice controls i.e.: Sharps containers, needle re-capping devices.
- ____ Sharps containers are located at point of origin
- ____ Sharps containers are not overloaded, stored upright, and placed in a secure location
- ____ Locations of sharps containers should be listed in Exposure Control Plan. (ECP) Needle re-capping devices should be listed in ECP.
- ____ Biohazards containers / areas are labeled
- ____ Sharps storage and safety devices should be reviewed on an annual basis by all employees who are considered to be at risk for exposure.
- ____ Employees incorporate engineering devices such as utilizing handles or forceps to retrieve items for ultrasonic cleaners. This information should be included in ECP

16. Barriers and Disinfectants

- ____ Employees are trained demonstrates proper use of barriers
- ____ Employees demonstrate proper use and handling of CDC recommended surface disinfectants
- ____ Selected products are EPA and FDA approved

17. Instruments and Sterilization

- ____ Instruments are covered and secured when transported out of operatories to sterilization area
- ____ Utility gloves are worn when processing instruments for sterilization.
- ____ Instruments are pre-cleaned prior to sterilization
- ____ Employees demonstrate proper and effective techniques for pre-cleaning instruments
- ____ Instruments are rinsed and dried prior to packaging
- ____ Instruments are packages with a FDA approved material or cassette
- ____ Instruments are dry before removing from sterilizer
- ____ Sterilized instruments are stored in a clean and dry area

18. Monitoring Sterilization Equipment

____ Sterilization equipment is monitored on a weekly basis

- A. Mechanical - Pressure and Temperature
- b. Chemical - Internal indicators/ External indicators
- c. Biological Indicators

____ Packages are dated

____ Sterilizing equipment test results are kept on file for 3 years

19. Waste Storage and Disposal

____ Areas under sinks and trash areas are neat and orderly

____ Waste tracking reports and receipts are kept on file / Waste disposal is in accordance with state regulation

____ Area under biohazard containers is non-absorbent

____ Employees are trained on the facilities biohazards waste plan

____ Facility has a plan in case of biohazard spill

20. Waterline Safety

Waterlines are maintained in accordance with CDC guidelines for purging and chemical cleaning

____ Dental waterlines are purged and cleaned in accordance to guidelines

Notes:

Employee records should be kept separate from policies manual

Employee's records are kept for the lifetime of the practice

Employees can obtain copies of their records upon request

Exits:

Exits signs should be considered for lunchroom area.