

Y N TRAINING

- Are employees provided annual training on all applicable OSHA regulations including Hazard Communications and Bloodborne Pathogens ?
- Are new employees provided training before performing duties?
- Are training records kept for a minimum of 3 years?
- Are all safety practices and procedures updated annually?

HAZARD COMMUNICATION

- Do you have a written program customized, reviewed and updated annually?
- Are MSDS Sheets on File with an Inventory Control List?
- Do you have a MSDS list including those you no longer use?
- Are all hazardous products labeled properly?
- Do all employees understand the emergency spill procedures?
- Are the spill kits maintained?
- Do all employees know how to use the eyewash station?
- Is the eyewash station labeled and functioning properly?
- Are employees trained on Globally Harmonized System (GHS)?

BLOODBORNE PATHOGENS

- Are employees offered the Hepatitis B vaccination free and within 10 days of task assignment?
- Does a written exposure control plan exist
- Are written exposure and control plans accessible to all employees?
- Is the plan reviewed and updated at least annually?

GENERAL HOUSEKEEPING, STORAGE, WALKING SURFACES, MEANS OF EGRESS

- Are all areas of the office clean, uncluttered, and sanitary?
- Are all passageways and aisles marked and free from obstruction?
- Are lighted or glow in the dark exit signs in place?
- Are there at least 2 means of egress (exits)?

ELECTRICAL

- Are all the electrical devices properly grounded (3 prong plug)?
- Are all electrical outlets on a Ground Fault Interrupter (GFI) circuit?
- Extension cords are not in use
- Are all cords and plugs free of visible wear?

MEDICAL EMERGENCIES, SAFETY & FIRST AID

- Is at least one person on each shift trained in First Aid and Cardiopulmonary Resuscitation?
- Do all staff members know the proper post exposure procedure?
- Is there an accident report file established and maintained?
- Are monthly inspections of the facility being conducted? (first aid kit, fire extinguisher and eye wash station)
- Is there an eyewash station within 25 feet or 15 seconds of hazardous chemicals?

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GRINDING EQUIPMENT & COMPRESSED GASES

- Is grinding equipment in good and safe condition with guards and shields?
- Are the gas cylinders (nitrous oxide/oxygen) properly chained or cabled to a wall?
- Are gas cylinders properly labeled?
- Are employees trained on compressed gas safety?

EMPLOYEE FILES / RECORD KEEPING

- Contain medical reports of workplace accidents or injuries?
- Contain vaccination history?
- Contain hepatitis B vaccination record or declination form?

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Is proper personal protective equipment provided and maintained by the employer?
- Are gloves and masks changed after each patient?
- Are employees properly donning and removing PPE
- Are protective eyewear/shields worn?
- Are lab coats and/or gowns worn and changed when visibly soiled and at the end of the day?
- Are nitrile or synthetic gloves provided to those who have sensitivity to Latex?

POSTERS AND SIGNS PROPERLY DISPLAYED

- Federal Minimum Wage Poster?
- OSHA 3165?
- Equal Opportunity Employer?
- Family and Medical Leave Act?
- Emergency Evacuation plan?
- Employee Polygraph Protection Act?
- USERRA?
- State Specific Posters where required?
- Housekeeping schedule posted?

LAUNDRY

- Cleaned by a professional service or cleaned in office?
- Is soiled laundry placed in marked bags or containers labeled with the biohazard symbol?

SHARPS

- Is there a sharps log available for documenting exposure incidents?
- Are sharps containers readily accessible in the area of use?
- Filled containers transported by licensed recycler every 90 days?

NON-SHARP REGULATED WASTE

- Is saturated gauze, cotton and other absorbent waste placed in a red bag?
- Is human tissue placed in a red bag?
- Is regulated waste placed in closable, leak proof biohazard labeled containers for pick up?

DENTAL WATER QUALITY (Dental facilities only)

- Are self-contained water bottle systems maintained properly?
- Is water in each operatory tested to ensure < 500 CFUs of bacteria per ml?
- Are sterile water and sterile waterlines used for surgical procedures?

MONITORING

- Are exposed employees wearing radiation dosimeters?
- If nitrous oxide is used, are nitrous monitors used quarterly?
- Does the office have air quality control? (HVAC: proper ventilation, filter changes, duct cleaning)