

>>>>>> OSHA

Dental practices must be able to pass OSHA inspection.
Use this checklist to see how compliant yours is.

- ☐ OSHA Bloodborne Pathogen Training conducted annually and documented.
- ☐ Keep documentation of training for 3 years.
- ☐ Hepatitis B vaccination offered to clinical employees within 10 days of employment.
- ☐ Documentation of immunity to hepatitis B vaccination on file.
- ☐ If employee declines hepatitis B vaccine, employee signature on file.
- ☐ Is your OSHA manual up to date? If not, get a new one or use models from the OSHA website.
- ☐ Is an OSHA poster present? If not, download a free one from the OSHA website.
- ☐ Is a copy of the Bloodborne Pathogen standard available? If it's not in your OSHA manual, download one from osha.gov. Also, check your state's OSHA website to see if there is a state-specific Bloodborne Pathogen standard.
- ☐ Ensure employee record-keeping and health forms are on file.
- ☐ Keep record-keeping and health forms for the duration of employment, plus 30 years.
- ☐ Eyewash station working properly—cold water only, with a sign to designate its location.
- ☐ Fire extinguishers mounted on wall, currently charged, inspected or replaced annually.
- ☐ Emergency exits marked and unobstructed.
- ☐ Inspection of office for safe work conditions, eliminating electrical and trip-and-fall hazards.
- ☐ Evacuation plans and protocols reviewed. If you don't have evacuation plans, download samples from the eTools section of OSHA's website.
- ☐ First-aid kit available for employees to use for minor cuts and injuries.

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Checklist

(Note: This list is not all-inclusive. To see your particular state and federal regulations, go to osha.gov and search state plans.)

- ☐ Hand hygiene policies in place.
- ☐ Exposure-incident protocol current, reviewed annually.
- ☐ Personal protective equipment (PPE) provided: clinical jackets; protective eyewear; masks; exam and utility gloves.
- ☐ Personal protective attire is provided at no charge to employees.
- ☐ Reusable clinical jackets laundered and maintained by employer at no charge to employees.
- ☐ Engineering controls, such as needle recapping devices or safety syringes, used.
- ☐ Annual review and evaluation of safer sharps devices.
- ☐ Work practice controls employed to reduce risks when handling sharps.
- ☐ Hazard communication standard followed:
 - ☐ Inventory of hazardous substances.
 - ☐ Organize safety data sheets for each hazardous substance.
 - ☐ Place labels on containers not identified (secondary containers).
 - ☐ Inspect all chemical containers for leaks.
 - ☐ Employee training on proper use of and handling of hazardous substances.
 - ☐ PPE provided for handling chemicals.
 - ☐ Training and information on chemical spills, disposal and cleanup.
- ☐ Sharps containers located as close as possible to where sharps are used; must be spill-proof and puncture-resistant, red or orange-red, with a "biohazard" label.
- ☐ Provide explanation of what labels, signs and symbols mean (chemical, biohazard, radiation, etc.).
- ☐ Ergonomic plan to reduce incidents of musculo-skeletal injuries. ■

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