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TRAINING

- Are employees provided annual training on all applicable OSHA regulations including Hazard Communications, Bloodborne Pathogens, and TB?
- 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

- Is a written hazard communication program customized, reviewed, updated annually and accessible to all employees?
- Are SDS Sheets on file?
- Has a chemical inventory list containing all hazardous materials been created?
- Are all hazardous products labeled properly?
- Do all employees understand the emergency spill procedures?
- Is there a spill kit available?
- Have employees been trained on use of the eyewash station?
- Is the eyewash station labeled and functioning properly?

BLOODBORNE PATHOGENS

- Are waste containers in operatory or treatment room labeled with a biohazard label?
- Are waste containers covered or have a drop through opening?
- Are employees offered the Hepatitis B vaccination free and within 10 days of task assignment?
- Does a written exposure control plan exist and is it accessible to all employees?
- Is the plan reviewed and updated at least annually?
- Is all food and drink kept out of clinical and laboratory areas?
- Is handwashing performed before and after treating patients?
- Are all CDC Infection Control Guidelines for infection control being followed?

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)?
- Does the office have proper ventilation and air quality control (HVAC fan on during working hours, filters changed regularly)?
- Are electrical and medical gas closets free from stored items?

ELECTRICAL

- Are all the electrical devices properly grounded (3 prong plug)?
- Are all electrical outlets in kitchens, bathrooms, labs and areas near water on a GFI circuit?
- Have you checked that 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 the eyewash station being inspected and tested weekly?
- Are monthly inspections of the facility being conducted, including the first aid kit and fire extinguisher?
- Is there an eyewash station within 25 feet or 10 seconds of hazardous chemicals?
- Is a fire extinguisher available?
- Have employees been trained on proper use of the fire extinguisher?
- Do stairs have a handrail with adequate headroom and lighting?

GRINDING EQUIPMENT & COMPRESSED GASES

- Is grinding equipment in good and safe condition with guards and shields?
- Are medical gas cylinders properly chained or cabled to a wall?
- Are gas cylinders properly labeled?
- Are employees trained on compressed gas safety?

EMPLOYEE FILES / RECORD KEEPING

- Do employee files contain medical reports of workplace accidents or injuries?
- Do employee files contain vaccination history?
- Do employee files contain hepatitis B vaccination record or declination form?
- Are medical records maintained for the duration of employment plus 30 years?

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 trained to put on and remove PPE?
- Are protective eyewear/shields worn?
- Are long sleeve 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?
- Is handwashing performed before and after gloving?
- During laser procedures, is laser protective eyewear available and used?

POSTERS AND SIGNS PROPERLY DISPLAYED

- Is the Federal Minimum Wage poster displayed?
- Is the OSHA 3165 poster displayed?
- Is the Equal Opportunity Employer poster displayed?
- Is the Family Medical Leave Act poster displayed (50 or more employees)?
- Is the Uniformed Service Employment and Reemployment Rights Act poster displayed?
- Is the Employee Polygraph Protection Act poster displayed?
- Is there an emergency evacuation plan?
- Are all state specific posters displayed where required?
- Is a housekeeping schedule posted?

LAUNDRY

- Is soiled laundry placed in marked bags or containers labeled with the biohazard symbol?
- Is protective clothing either laundered in-house or by a professional service?

SHARPS

- Is there a sharps log available for documenting exposure incidents?
- Are sharps containers readily accessible in the area of use?
- Are filled containers transported by a biohazardous waste hauler?
- Are employees using a singled handed needle recapping technique or a needle recapping device?
- Are filled sharps containers picked up at the time interval mandated by your state?
- Are reusable contaminated sharps transported in a closed leak-proof container?

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?

MONITORING

- Are exposed employees wearing radiation dosimeters as required?
- If formaldehyde, ethylene oxide or halogenated anesthetic gas are used, is monitoring being performed as required?