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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?

EQUIPMENT & COMPRESSED GASES

- 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?

DISCLAIMER OF WARRANTY

The employer is ultimately responsible for safety and compliance in their workplace and familiarity with all rules, laws and regulations that may apply. Compliance Training Partners, L.L.C. as well as its agents, dealers and distributors cannot be held responsible for any legal actions, citations, penalties or fines that may result from failure to comply COMPLIANCE TRAINING PARTNERS, LLC AS WELL AS ITS AGENTS, DEALERS AND DISTRIBUTORS HEREBY DISCLAIMS ANY AND ALL REPRESENTATIONS, CONDITIONS AND WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, STATUTORY OR OTHERWISE, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR THE PURPOSE. At no time shall COMPLIANCE TRAINING PARTNERS, LLC, ITS AGENTS, DEALERS OR DISTRIBUTORS, be responsible for consequential, incidental or special damages, whether for loss of profits or otherwise, or for damages for fundamental breach of contract or breach of a fundamental term. COMPLIANCE TRAINING PARTNERS, LLC'S AND ITS AGENTS, DEALERS AND DISTRIBUTORS obligation to Buyer for defective services is limited to a refund of fees actually received from Buyer. At no time shall COMPLIANCE TRAINING PARTNERS, LLC'S, AND ITS AGENTS, DEALERS AND DISTRIBUTORS liability for any service provided by and supplied by it exceed the purchase price of such service. Warranty claims shall be made upon occurrence. COMPLIANCE TRAINING PARTNERS, LLC AND ITS AGENTS, DEALERS AND DISTRIBUTORS shall have no liability and no warranty of any kind for any failure or breakdown of a service not provided or controlled by it and unless it is fully paid for the services. COMPLIANCE TRAINING PARTNERS, LLC AND ITS AGENTS, DEALERS AND DISTRIBUTORS shall have no liability and no warranty of any kind for any service used for any purpose which CTP did not fully supervise, participate and/or complete. Please see our website, www.hptcinc.com for full disclaimer.