

ANNUAL CHECKLIST FOR OSHA COMPLIANCE

This is an abbreviated version of our risk assessment checklist. We have emphasized issues that we feel are important or are often overlooked. Please use this abbreviated version of our risk assessment to quickly determine if your facility is in compliance with the key elements of OSHA.

GENERAL COMPLIANCE

- Have you reviewed your OSHA policies to make sure site specific details haven't changed? *We recommend initialing and dating the start of each section to show a review has been done.*
- Has training been documented for all employees? *This must be done annually.*
- If you have fire extinguishers in your facility they must be inspected regularly. Typically fire extinguishers are certified by an outside company for a period of 1 year. Are the inspection tags current?
- Is your eye wash station in good working order? Is its location identified with a sign or label?
- If you have compressed gas cylinders in your facility, are they secured and stored in an upright position?

BLOODBORNE EXPOSURE CONTROL

- Have all employees with potential exposure to blood or OPIM been offered Hepatitis B vaccinations and titers, if required?
- Do you have Hepatitis B vaccinations and titers documented for all at-risk employees? *This would include vaccination records or a signed Hepatitis B acceptance/declination form (located at the back of your OSHA manual)*
- Have you evaluated needles and other devices with built-in engineering controls? *This must be done annually and implemented, if appropriate. Be sure to include non-managerial employees.*

HAZARD COMMUNICATIONS / GHS

Currently we are in a transition period until June 2016, at that time all employers must be in compliance with the Globally Harmonized System (GHS) requirements.

- Have employees been trained on Hazard Communications and the new elements of GHS? *This should include pictograms, safety data sheets (SDS) and the new label elements.*
- Are all secondary containers identified with the product name and include any warnings associated with the product?
- Do you have SDS' for all products your employees could be exposed to? *It's important to focus on new products you ordered within the last year. Manufacturers had until June 2015 to reclassify hazards and put out the new formatted SDS'. Employers have an additional year, until June 2016, to acquire the new safety data sheets.*

BIOMEDICAL WASTE MANAGEMENT

- Are sharps containers and red bags located at point of origin? *Infectious waste should only be disposed of in the area it was generated.*
- If you have a biomedical waste transporter, are pickup receipts kept for 3 years?
- Is your final destination storage area kept clean and out of the flow of patient traffic?

Name of Reviewer

Reviewer's Signature

Date Reviewed