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TRAINING

- ☐ ☐ Are all employees provided annual training on all applicable OSHA regulations?
- ☐ ☐ Are new employees provided training as part of the onboarding process?
- ☐ ☐ Are training records kept for a minimum of 5 years?
- ☐ ☐ Are all safety practices and procedures updated annually?
- ☐ ☐ Is a knowledgeable OSHA trainer available to answer all employee questions?

HAZARD COMMUNICATION

- ☐ ☐ Is a written hazard communication program customized, reviewed, updated annually and accessible to all employees?
- ☐ ☐ Are SDS Sheets on file, accessible to all employees, and maintained for at least 30 years?
- ☐ ☐ 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 that contain regulated waste labeled with the biohazard symbol?
- ☐ ☐ Are waste containers covered or do they have a drop through opening?
- ☐ ☐ Are potentially exposed employees offered the Hepatitis B vaccination at no cost 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?
- ☐ ☐ Are all engineering and work practice controls identified and training provided on them?
- ☐ ☐ Is there a written post exposure plan in place?

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) available and are they free from obstruction?
- ☐ ☐ 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 of stored items?
- ☐ ☐ Are medical gas closets labeled with a medical gas warning sign?

- ☐ ☐ Do you have a written emergency action plan?
- ☐ ☐ Do stairways have railings?

ELECTRICAL

- ☐ ☐ Are all the electrical devices utilizing properly grounded (3 prong plug) outlets?
- ☐ ☐ Are all electrical outlets in kitchens, bathrooms, labs and areas near water protected by 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 proper post-exposure procedure?
- ☐ ☐ Is there an eyewash station within 25 feet or a 10 second walk from hazardous chemicals?
- ☐ ☐ Is your eyewash binocular and able to flush both eyes for at least 15 minutes?
- ☐ ☐ 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 a fire extinguisher available?
- ☐ ☐ Have employees been trained on proper use of the fire extinguisher?
- ☐ ☐ Do you have post-exposure incident reports available and ready to go in your OSHA manual?
- ☐ ☐ Do stairs have a handrail with adequate headroom and lighting?

GRINDING EQUIPMENT & COMPRESSED GASES

- ☐ ☐ Is grinding equipment such as lathes and model trimmers being properly maintained, and are guards and shields being utilized?
- ☐ ☐ Are the compressed gas cylinders (nitrous oxide/oxygen/nitrogen) properly chained or cabled to a wall?
- ☐ ☐ Are compressed gas cylinders properly labeled?
- ☐ ☐ Are employees trained on compressed gas safety?

EMPLOYEE MEDICAL RECORDS

- ☐ ☐ Do employee medical records contain medical reports of workplace accidents or injuries that have occurred?
- ☐ ☐ Do employee medical records contain vaccination history?
- ☐ ☐ Do employee medical records contain proof of hepatitis B vaccination or a declination form stating the employee does not want it?
- ☐ ☐ Are medical records maintained for the duration of employment plus 30 years?
- ☐ ☐ Are medical records stored separately from other employee files?

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 on how to properly put on and remove PPE?
- ☐ ☐ Is protective eyewear worn at all times when eye hazards are present in the workplace?
- ☐ ☐ Are long sleeve lab coats and/or gowns worn and changed when visibly soiled and at the end of the day?
- ☐ ☐ Are nitrile, vinyl, or other non-latex gloves provided to those who have sensitivity to latex?
- ☐ ☐ Is handwashing performed before and after gloving?

IONIZING RADIATION

- ☐ ☐ Are radiation dosimeters used, if required in your state for the radiographic equipment you are operating?
- ☐ ☐ Have team members who use radiographic equipment been trained on how to properly operate these machines?
- ☐ ☐ Have all team members been instructed to not hold sensors or films for patients when exposing them?

NON-IONIZING RADIATION

- ☐ ☐ During bonding/light curing procedures, are protective glasses or shields designed to protect the eyes by filtering out harmful wavelengths from this device being used?
- ☐ ☐ If a laser is utilized in your facility, has a Laser Safety Officer been appointed?
- ☐ ☐ If a laser is utilized in your facility, is a Laser Warning Sign displayed when the laser is in use?
- ☐ ☐ If a laser is present in your facility, is safety eyewear designed to protect against the harmful wavelengths of light being generated by your laser being used?

POSTERS AND SIGNS PROPERLY DISPLAYED

- ☐ ☐ Is the Federal Minimum Wage poster displayed?
- ☐ ☐ Is the Federal OSHA 3165 poster displayed as well as any state required OSHA posters?
- ☐ ☐ 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 the Pregnancy Rights Fairness poster displayed?
- ☐ ☐ Is there a written emergency evacuation plan displayed for all employees to see?
- ☐ ☐ Are all state-specific posters displayed where required?
- ☐ ☐ Is a housekeeping schedule posted?

LAUNDRY

- ☐ ☐ Is soiled laundry placed in fluid-resistant bags or containers labeled with the universal biohazard symbol?

- ☐ ☐ Is protective clothing either laundered in-house or by a professional service?

SHARPS

- ☐ ☐ Is there a sharps injury log available for documenting exposure incidents?
- ☐ ☐ Are sharps containers readily accessible in the area of use, such as each operatory or treatment room?
- ☐ ☐ Are filled sharps containers transported by and disposed of using a licensed medical 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, which is typically every 30 to 90 days?
- ☐ ☐ To avoid injury, are sharps containers sealed and replaced with new containers once they reach approximately $\frac{3}{4}$ full?
- ☐ ☐ Are reusable contaminated sharp instruments transported in a closed leak-proof container (Sharps Caddy) that is color-coded and marked with the universal biohazard symbol?

NON-SHARP REGULATED WASTE

- ☐ ☐ Is gauze, cotton and other absorbent waste that is saturated with blood or other potentially infectious materials placed in a red biohazard bag for disposal?
- ☐ ☐ Is human tissue placed in a red biohazard bag for disposal?
- ☐ ☐ Is all non-sharps regulated waste placed in leak-proof, biohazard labeled red bags for pick up?
- ☐ ☐ Is non-sharps regulated waste picked up at the time interval mandated by your state, which is typically every 30 to 90 days?
- ☐ ☐ Are extracted teeth disposed of in an approved tooth disposal container?
- ☐ ☐ Is amalgam waste, including amalgam found in suction traps and amalgam separators, being disposed of using an EPA approved disposal system?

MONITORING

- ☐ ☐ Are exposed employees wearing radiation dosimeters as required?
- ☐ ☐ Are monitors used to confirm that nitrous oxide levels are below 50 ppm over a time weighted average of 8 hours?
- ☐ ☐ If formaldehyde is present, are monitors used to determine if levels are below the action level of 0.75 ppm over a time weighted average of 8 hours?
- ☐ ☐ If ethylene oxide is used, are monitors used to determine if levels are below the action level of 0.5 ppm over a time weighted average of 8 hours?
- ☐ ☐ If halogenated anesthetic gases are used (e.g. isoflurane, sevoflurane), are monitors used to determine if levels are below the active level of 2.0 ppm over a time weighted average of 8 hours?

GENERAL DUTY CLAUSE

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Are all areas of the facility free from recognized hazards?

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Are there policies and employee training on workplace violence?

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Is there training on ergonomic awareness?

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.compliancetrainingpartners.com for full disclaimer.