

REGULATION CHECKLIST FOR MEDICAL AND DENTAL OFFICES

PRESENTED BY



A Confidential Consulting Service by The University of Alabama

The University of Alabama ♦ College of Continuing Studies ♦ 205/348-7136
Box 870388 ♦ Martha Parham West ♦ Tuscaloosa, Alabama 35487-0388
1-800-452-5928 ♦ FAX (205)348-9286

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REGULATION CHECKLIST FOR MEDICAL AND DENTAL CLINICS

I. Bloodborne Pathogens (1910.1030) - Overview

- _____ 1. Written Exposure Control Plan Describing:
 - a. Who has “occupational exposure”
 - b. Clinic’s methods of compliance
 - i. Universal Precautions policy for clinic
 - ii. Engineering and work practice controls for worksite
 - iii. Personal protective equipment, manner of use
 - iv. Medical provisions - HBV vaccinations and post-exposure evaluation/follow-up
 - v. Communication of hazards - training and labeling
 - vi. Recordkeeping
 - c. Annually updated and available to employee.
 - d. Documented annually consideration of commercially available devices
 - e. Name of non-management employees who have direct patient care and their solicited comments.

- _____ 2. Engineering Controls and Safe Work Practices
 - a. Engineering - example: Sharps containers, cleaning devices, self-sheathing needles, etc.
 - b. Work Practice - OSHA required and site/practice-specific
 - c. Handwashing policies and facilities, eyewash recommended
 - d. Contaminated sharps - Minimal handling, disposable where feasible
 - e. Food/drink/cosmetics - Prohibited where any exposure may occur
 - f. Specimens securely containerized
 - g. Serviceable equipment - Decontaminate or label as Biohazard

- _____ 3. Personal Protective Equipment (PPE)
 - a. Gloves, gowns, aprons, goggles, shields, masks, head/foot covers
 - b. Employer laundering, disposal — remove before leaving work
 - c. Decontaminate utility gloving

- _____ 4. Housekeeping Practices
 - a. Written schedule - Describe decontamination areas, process
 - b. Appropriate disinfectants for contaminated surfaces
 - c. Protective coverings
 - d. Broken glass cleanup procedures
 - e. Procedures for reusable sharps

- _____ 5. Regulated Waste and Contaminated Laundry
 - a. Approved containers for sharps and other regulated waste
 - b. Disposal in accordance with local, state regulations
 - c. Laundry procedures - PPE, containerization, minimal handling

d. Notify laundry service, if used

_____ 6. Medical Provisions

- a. HBV vaccinations within 10 days after assignment to duties involving occupational exposure to blood or OPIM
- b. Post-exposure follow-up
 - i. Evaluation of exposure incidents
 - ii. Determination of serological status of source
 - iii. Medical follow up
- c. Confidential medical files - Duration of employment + 30 years

_____ 7. Biohazard Communication

- a. Biohazard labeling
- b. Information and training upon initial assignment
- c. Training records - 3 years
- d. Sharps injury log (if applicable)

II. Chemical Hazard Communication (1910.1200) - Overview

_____ 1. Written Program describing:

- a. How employer determines which materials are hazardous
- b. In a list form, what hazardous chemicals are in facility
- c. How hazards of non-routine tasks are communicated
- d. Hazards in unlabeled pipes
- e. Information provided to outside contractors
- f. Description of labeling system used
- g. How Material Safety Data Sheets (MSDS) are obtained, maintained
- h. Training program for employees
- i. Hazard Communication Standard

_____ 2. Material Safety Data Sheets (MSDS) Required for Hazardous Substances

- a. Exempted are drugs as defined by FDA in pill or tablet form and consumer items if use is consistent with normal consumer use

_____ 3. Hazard Labeling - Unless already labeled by some other regulatory agency.

_____ 4. Employee Training and Information

III. Tuberculosis (TB) - Proposed OSHA Standard (1910.1035)

- _____ 1. Covered High Risk Employers - Hospitals, nursing homes, correctional centers, hospices, homeless shelters, drug abuse centers, labs, workers in high risk settings (example: AFB isolation), EMS services, home health or hospice care

- _____ 2. Limited compliance if no TB cases in past 12 months, no services to suspect or confirmed infectious persons, and low rate of TB in the community (as described in proposed standard)
- _____ 2. Covered employers must have:
 - a. Exposure Control Plan
 - b. Work Practice and Engineering Controls
 - c. Respiratory Protection (see also 1910.139)
 - d. Medical Surveillance
 - e. Hazard Communication and Training
 - f. Recordkeeping
- IV. _____ Personal Protective Equipment (1910.132 to .138) - Certified written assessment of workplace hazards which require PPE, including training
- V. _____ Comprehensive Chemical Standards - Formaldehyde, Ethylene Oxide, Asbestos (example: building materials), etc.
- VI. _____ Laboratory Standard (1910.1450)
- VII. _____ Air Contaminants (1910.1000) - Mercury, nitrous oxide, gluteraldehyde, etc.
- VIII. _____ Radiation Safety (1910.1096) - Monitoring exposed workers (x-ray), compliance with state requirements
- IX. _____ Employee Access to Medical Records (1910.1020)
- X _____ Emergency Action Plan (1910.38)
- XI. _____ Emergency Exit Signs (1910.37)
- XII. _____ Emergency Lighting
- XIII. _____ Electrical Components Properly Grounded (1910.301 to .309)
- XIV. _____ Abrasive Wheel Guarding (1910.215) - Bench Grinders
- XV. _____ Fire Extinguishers and Employee Training (1910.157)
- XVI. _____ OSHA Illness and Injury Log (1904.2) - Eleven or more employees
- XVII. _____ OSHA Poster (1903.2)
- XVIII. _____ General Duty Clause [5(a)(1)]

NOTE : Other regulations may apply, depending on the type of work performed in facility.