



## OSHA Checklist for Office Practices

Summary of Checklist: The Department of Labor, Occupational Safety and Health Administration (OSHA) establishes guidelines and standards to promote workplace safety and health. This is a checklist for frequently cited hazards found in medical offices. Many other standards may also apply. Visit [www.osha.gov](http://www.osha.gov) for the full text of OSHA Standards.

Medical office practices should review the Occupational Safety & Health Administration's [Compliance Assistance Quick Start](#) to ensure your practice is in compliance with all OSHA standards.

Bloodborne Pathogens	Yes	No
Does your practice have a written exposure control plan?		
Has your exposure control plan been updated annually?		
Does your practice use Universal Precautions?		
Do all new employees receive training on bloodborne pathogens?		
Does your practice provide employees with annual training on bloodborne pathogens?		
Do you provide all clinical staff with Hepatitis B Vaccines (HBV) within 10 working days of their initial assignment?		
Is HBV provided free of charge to employees?		
Does your practice have proper containers for regulated waste?		
Does your practice provide employees with personal protective equipment (PPE)?		
Does your practice provide employees with appropriate PPE to do their jobs (as appropriate):		
Gloves		
Gowns		
Face protection		
Eye protection		
Does your practice perform an annual evaluation of safety devices associated with potential bloodborne exposures (e.g., needles, syringes, etc.)?		
Does your practice provide medical follow-up to employees in the event of a potential exposure?		
Are your employees prohibited from eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses in work areas where there is a reasonable likelihood of occupational exposure?		
Are your sharps containers easily accessible to personnel and not in inappropriate locations such as:		

Inside cabinet doors		
In corners of rooms		
Under sinks		
In areas where people might sit or lie beneath the container		
Near light switches, room heat, or air conditioning devices		
Areas where pedestrian traffic, equipment, or wheelchairs might dislodge them?		
This is not an exhaustive list of requirements under the Bloodborne Pathogen Standard; for more complete information, visit this OSHA site: <a href="#">Bloodborne Pathogens - General Guidance   Occupational Safety and Health Administration</a>		
<b>Hazard Communication Standard</b>		
	<b>Yes</b>	<b>No</b>
Does your practice have a written Hazard Communication Plan?		
Does your Hazard Communication Plan include:		
A list of all hazardous chemicals used in your practice (e.g., alcohol, disinfectants, anesthesia agents, sterilants)?		
Labels of other forms of warning for hazardous chemicals?		
Safety Data Sheets (SDS) for each hazardous chemical (from the manufacturer) used in the practice?		
Do your employees have easy access to Safety Data Sheets (SDS)?		
Are SDS kept for a minimum of 30 years?		
Do your employees have access to personal protective equipment appropriate for their duties?		
Does your practice provide hazard communication training to all new hires?		
Does your practice provide additional training to employees when you add a new hazardous material to the practice setting?		
Has your practice performed a risk assessment to determine if you need eye wash stations?		
Have you checked SDS for language such as “corrosive,” “may cause permanent injury to eye,” and taken appropriate action to protect employees?		
If an eye wash station is required, is it located within 10 seconds of walking time from where exposure might occur?		
This is not an exhaustive list of requirements under the Hazard Communication Standard, for more complete information visit this OSHA site: <a href="#">Hazard Communication - Overview   Occupational Safety and Health Administration</a>		
<b>Fire Safety</b>		
	<b>Yes</b>	<b>No</b>
Elevator signage warning: Not to use in a fire		
Fire alarms in working order		
Fire extinguishers:		
Accessible		
Annual inspection		

No smoking signage in designated areas		
Sprinkler system: log notes current inspection		
Exits clearly marked		
Emergency exit signs:		
Visible		
Illuminated		
Emergency lighting functional		
Other:		
<b>Exit Routes Standard</b>	<b>Yes</b>	<b>No</b>
Does your practice have sufficient exit routes for the number of employees, patients, and visitors?		
Does your practice have a diagram of evacuation routes posted in a visible location?		
This is not an exhaustive list of requirements under the Exit Route Standard; for more complete information, visit this OSHA site: <a href="#">Emergency Exit Routes</a>		
<b>OSHA Poster</b>	<b>Yes</b>	<b>No</b>
Does your practice display the Occupational Safety and Health Administration (OSHA) poster?		
You can obtain an OSHA poster at this site: <a href="#">OSHA Publications By Search   Occupational Safety and Health Administration</a>		
Notes:		

Medical Mutual Insurance Company of Maine offers this information as reference information only and is not intended to establish practice standards or serve as legal advice. MMIC recommends you obtain a legal opinion from a qualified attorney for any specific application to your practice.