



OSHA DOCUMENTATION

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HARD COPIES VS PAPERLESS CLARIFIED

Yes, Paperless, If

- **Access**
 - ✓ by all
 - ✓ not connection dependent
- **Site-specific**
- **Updates**
- **Backup drive**



DOCUMENTATION DEMYSTIFIED

- **OSHA Manual**

- ✓ site specific
- ✓ include specific protocols*

- **Self-inspection of Clinic**

- ✓ listing hazards and protections
- ✓ original and annually checklist

- **EAP: Emergency Action Plan**

detailing actions to take for all types of emergencies

- ✓ Weather
- ✓ Fires including designated meeting place and patient evacuation protocol
- ✓ Active Shooter

YOUR MANUAL CONTINUED

➤ **Site Specific Information**

- ✓ Safety Committee
- ✓ Fire Extinguishers
- ✓ Eyewash station
- ✓ Designated Meeting Place
- ✓ Emergency Alarms

➤ **Personal Protective Equipment Protocols**

- ✓ When to Use What
- ✓ Consequences of not using
- ✓ Care and Maintenance

PROTOCOLS REQUIRED IN OUR MANUALS

➤ Specific Information & Protocols On:

- ✓ OSHA Definitions
- ✓ General Safety: Electrical, Walking and Working Surfaces, Fire Extinguishers, etc
- ✓ Biological Hazards (BBP & Zoonotic)
- ✓ Chemical Hazards
- ✓ Radiology
- ✓ Special Hazards e.g. Chemotherapy
- ✓ Workplace Violence (Including Active Shooter)
- ✓ Animal Behavior & Handling
- ✓ Workplace Stress & Self-Care (including hostile workplace*)

****note if these issues are addressed in your HR manual, you can simply refer to that***

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MORE OSHA DOCUMENTS TO KEEP

- **Training records for all staff (keep 5 years)**
- **Illness and Injury logs (Form 300)**
 - ✓ Prepare Annual Summary Form (300A)
 - ✓ Post Feb 1- April 30
 - ✓ Keep 5 years
- **Chemical Inventory list**
 - ✓ Pharmaceuticals
 - ✓ Chemicals
 - ✓ Disinfectants
 - ✓ Cleaners including household products

SAFETY DATA SHEETS DEMYSTIFIED

- **Safety Data Sheet (SDS) library**

- ✓ Must have latest GHS format (if available)
- ✓ Keep up to date (check annually)
- ✓ If stop using a product, you must keep a copy of SDS for 20 years post use, **IF there was a documented employee exposure** of it, in other words, an accident or incident report of employee being exposed in an excessive amount, due to an accident, not the normal in the daily use way
- ✓ **Do NOT rely on online computer library- MUST be a static folder**
- ✓ **No Hard copy** (printed) sheets required IF:
 - ❖ All employees have access to computer SDS library
 - ❖ Have on a backup drive

MAINTENANCE RECORDS TO KEEP

- **Eyewash maintenance record**

- ✓ Perform Weekly Maintenance of eyewash station (flushing of eyewash station by running water through it)
- ✓ Record weekly maintenance on maintenance sheet

- **Fire Extinguisher tags**

- ✓ Check gauge monthly
- ✓ Mark on tags monthly gauge check
- ✓ Tags must be on the current in-use fire extinguishers
- ✓ Keep the tags for 5 years

SUMMARY OF DOCUMENTATION

- ✓ **Manual**
- ✓ **Emergency Action Plan**
- ✓ **Chemical Inventory List**
- ✓ **Safety Data Sheet Library**
- ✓ **Training Records**
- ✓ **Maintenance Records (fire extinguishers and eyewash station)**



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Coming Up Next

NEXT: TAKE THE PAIN OUT OF TRAIN OSHA TRAINING SIMPLIFIED

- Training requirements
- When
- How
- Simplified

After this short break