

## OSHA COMPLIANCE ASSESSMENT

<b>Assessment Date:</b>		<b>Assessment Performed By:</b>	
<b>Company Name:</b>			
<b>Physician:</b>		<b>Title:</b>	<b>Phone:</b>
<b>Administrator:</b>		<b>Title:</b>	<b>Phone:</b>
<b>Safety Officer:</b>		<b>Title:</b>	<b>Phone:</b>
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>		<b>Fax:</b>	
<b># Personnel:</b>		<b># Docs:</b>	
<b>Laboratory Testing Complexity Level:</b>			

<b>ASSESSMENT CHECKLIST</b>						
<b>STANDARD</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>	
<b>Meeting OSHA Requirements</b>						
Occupational Safety and Health Act of 1970 [Public Law 91-596 12/29/70] Subpart I (29 CFR 1910.132-134) Personal Protective Equipment revised 7/5/94 Subpart Z (29 CFR 1910.1200) Hazard Communication revised 8/24/87 Subpart Z (29 CFR 1910.1200) Occupational Exposure to Hazardous Chemicals in Laboratories revised 2/9/94 Subpart Z (29 CFR 1910.1030) Bloodborne Pathogens revised 11/5/99						
Is the OSHA 200 Log posted? (29 CFR 1903.2) Required if 11 or more employees.  Is the Log & Summary of recordable injury and illness completed within 6 days on file. Are the Annual Summary totals posted from Feb 1 to March 1 yearly?  Are the OSHA 200 Logs and supplementary record (OSHA No. 101 or equivalent) maintained for 5 years, plus the current year?  Do you have a file of incident reports or first aid logs on injuries that are NOT on the OSHA 200 log?					Obtain a copy of the OSHA 200 LOG, and/or the Statistical Summary Total portion of the OSHA 200.	
Is there a written safety program & manual (including chemical hazards, biohazards, personal protective equipment, regulated waste, general safety, etc.)?					Copy of Table of Contents from Manual. Copy of Signature and Review pages. Copy of Documentation showing Employee Review of Safety Manual.	
<b>General Duty Clause: Section 5.(a)(1) Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees.</b>						
<b>Section 5.(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.</b>						
<b>Walking &amp; Working Surfaces (Subpart D) 29 CFR 1910.21 – 1910.30</b>						
<b>General Requirements CFR 1910.22</b>  <b>Housekeeping:</b> <ul style="list-style-type: none"> <li>• All places of employment, passageways, storerooms, and service rooms are kept clean and orderly and in a sanitary condition.</li> </ul>					Check that all areas are maintained in a clean, sanitary, orderly manner.  Are aisles free of obstruction and well-lit?	

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<ul style="list-style-type: none"> <li>The floor of every workroom is maintained in a clean and, as far as possible, a dry condition. Where wet processes are used, drainage is maintained and false floors, platforms, mats or other dry standing places are provided where practicable.</li> <li>To facilitate cleaning, every floor, working place, and passageway is kept free from protruding nails, splinters, holes, or loose boards.</li> </ul> <p><b>Aisles and passageways:</b></p> <ul style="list-style-type: none"> <li>Where mechanical handling equipment is used, sufficient safe clearances are allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways are kept clear and in good repair, with no obstruction across or in aisles that could create a hazard.</li> <li>Permanent aisles and passageways are appropriately marked.</li> </ul> <p><b>Covers and guardrails:</b></p> <ul style="list-style-type: none"> <li>Covers and/or guardrails are provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.</li> </ul> <p><b>Floor loading protection:</b></p> <ul style="list-style-type: none"> <li>Loads approved by the building official are marked on plates of approved design which are supplied and securely affixed by the owner of the building or his agent.</li> <li>There are no loads on any floor or roof of a building or other structure greater than approved by the building official.</li> </ul>						
<p><b>Guarding Floor and Wall Openings and Holes (CFR 1910.23)</b></p> <p><b>Protection for floor openings:</b></p> <ul style="list-style-type: none"> <li>Every stairway floor opening is guarded by a standard railing. The railing is provided on all exposed sides (except at entrance to stairway).</li> <li>Every ladderway floor opening or platform is guarded by a standard railing with standard toeboard on all exposed sides (except at entrance to opening), with passage through the railing either provided with a swinging gate or so offset that a person cannot walk directly into the opening.</li> <li>Where operating conditions necessitate the feeding of materials into any hatchway or chute opening, protection is provided to prevent a person from falling through the opening.</li> <li>Every skylight floor opening and hole is guarded by a standard skylight screen or a fixed standard railing on all exposed sides.</li> <li>Every manhole floor opening is guarded by a standard manhole cover which need not be hinged in place.</li> <li>Every temporary floor opening has a standard railing or is constantly attended by someone.</li> </ul>						<p>A standard railing consists of top rail, intermediate rail, and posts, and has a vertical height of 42 inches nominal from upper surface of top rail to floor. The top rail is smooth surfaced throughout the length of the railing. The intermediate rail is approximately halfway between the top rail and the floor. The ends of the rails are not overhanging the terminal posts except where such overhang does not constitute a projection hazard.</p>

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<p><b>Stairways, railings and guards:</b></p> <ul style="list-style-type: none"> <li>• Every flight of stairs having four or more risers are equipped with standard stair railings or standard handrails.</li> <li>• Winding stairs are equipped with a handrail offset to prevent walking on all portions of the treads having width less than 6 inches.</li> </ul>					<p>A stair railing is similar to a standard railing but the vertical height is not more than 34 inches, nor less than 30 inches from upper surface of top rail to surface of tread in line with face of riser at forward edge of tread.</p> <p>Standard handrails:</p> <ul style="list-style-type: none"> <li>• Stairways less than 44 inches wide having both sides enclosed, at least one handrail, preferably on the right side descending.</li> <li>• Stairways less than 44 inches wide having one side open, at least one stair railing on open side.</li> <li>• Stairways less than 44 inches wide leaving both sides open, one stair railing on each side.</li> <li>• Stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.</li> <li>• Stairways 88 or more inches wide, one handrail on each enclosed side, stair railing on each open side, and one intermediate stair railing located approximately midway of the width.</li> </ul>
<p><b>Portable Wood Ladders (CFR 1910.25)</b></p> <p>All parts free from sharp edges and splinters; sound and free from shake, wane, compression failures, decay or other irregularities.</p> <p><b>Care of ladders:</b></p> <ul style="list-style-type: none"> <li>• Ladders are in good condition at all times, the joint between the steps and side rails are tight, all hardware and fillings securely attached and moveable parts operate freely without bending or undue play.</li> <li>• Metal bearings of locks, wheels, pulleys, etc. are frequently lubricated.</li> <li>• Frayed or badly worn rope is replaced.</li> <li>• Safety feet and other auxiliary equipment is kept in good condition.</li> <li>• Defective ladders are removed or marked "Dangerous, Do Not Use."</li> <li>• Rungs are kept free of grease and oil.</li> </ul> <p><b>Use of ladders:</b></p> <ul style="list-style-type: none"> <li>• The horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder.</li> <li>• Ladder is placed to prevent slipping or lashed or held in position.</li> <li>• Ladders are not used in horizontal position as platforms, runways or scaffolds.</li> <li>• Ladders are not placed in front of door's opening toward the ladder unless the door is blocked open, locked or guarded.</li> <li>• Ladders are not placed on boxes, barrels, or other unstable bases to obtain additional height.</li> <li>• No ladder is used to gain access to a roof unless the top of the ladder extends at least 3 feet above the point of support.</li> </ul>					<p>Visual inspection.</p> <p>Observation.</p> <p>Observation.</p>

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<b>Means of Egress (Subpart E) 29 CFR 1910.35 – 1910.40</b>					
<p>Are emergency evacuation routes designated?</p> <p>Are emergency evacuation routes unobstructed?</p> <p>Are all exits marked with an exit sign and illuminated by a reliable light source?</p> <p>Are all doorways or passageways NOT constituting an exit clearly marked (“Not an Exit”) to minimize their possible confusion with an exit? (e.g., “restroom,” “storeroom,” etc.)?</p> <p>Fire alarm systems are provided where necessary to warn occupants of the existence of a fire so they may escape or facilitate the orderly conduct of fire exit drills.</p> <p>There are at least two means of egress remote from each other, so arranged as to minimize any possibility that both may be blocked by any one fire or other emergency condition.</p> <p>No area under construction is occupied in whole or in part until all exit facilities required for the part occupied are completed and ready for use.</p> <p>In no case is access to an exit through a bathroom or other room subject to locking, except where the exit is required to serve only the room subject to locking.</p> <p>Ways of exit access and the doors to exits to which they lead are designed and arranged as to be clearly recognized.</p> <p>The minimum width of any way of exit access is not less than 28 inches.</p> <p>All automatic sprinkler systems are continuously maintained and periodic inspections and tests are made as necessary.</p> <p>Fire alarm signaling systems are tested.</p>					<p>Any device or alarm installed to restrict the improper use of an exit is designed and installed that it <u>cannot</u>, even in case of failure, impede or prevent emergency use of the exit.</p> <p>There are no decorations, furnishings or equipment that impairs visibility of an exit sign.</p> <p>“Exit” signs, with an arrow indicating the directions, are placed in every location where the direction of travel to reach the nearest exit is not immediately apparent.</p> <p>Can have a sign indicating its actual use.</p> <p>Hangings or draperies are not placed over exit doors or conceal or obscure any exit. Mirrors are not placed on exit doors or in a manner to confuse the direction of exit.</p> <p>See 1910.165(d). A different actuation device is used in each test of a multi-actuation device system so that no individual device is used for 2 consecutive tests. Test the reliability and adequacy of non-supervised employee alarm system every two months.</p> <p>Manually operated actuation devices for use in conjunction with employee alarms are unobstructed, conspicuous and readily accessible.</p>

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<b>Emergency Action Plan and Fire Prevention Plan (Subpart E) CFR 1910.38 – 1910.40</b>					
<p>The emergency action plan must be in writing; except for employers with 10 or fewer employees, where the plan may be communicated orally to employees. The plan must include, at a minimum, the following elements:</p> <ul style="list-style-type: none"> <li>• Escape procedures and escape route assignments;</li> <li>• Critical operations shutdown procedure;</li> <li>• Procedure to account for all personnel;</li> <li>• Rescue and medical duties assignment;</li> <li>• Means of reporting fires and emergencies; and</li> <li>• Identification of responsible persons for further information.</li> </ul> <p>There is an employee alarm system. There is a distinctive signal for each purpose. The employer has designated and trained a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.</p> <p>The emergency action plan should address all potential emergencies that can be expected in the workplace. Hazards which must be considered include:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Explosion</li> <li>• Smoke (without fire)</li> <li>• Toxic vapors</li> <li>• Bomb threat</li> <li>• Storms (tornado, hurricane, etc.)</li> <li>• Flash floods</li> <li>• Nuclear radiation exposure</li> <li>• Actions or threatened actions of terrorist groups, emotionally ill persons, or political radicals</li> <li>• Workplace violence</li> <li>• Other reasons</li> </ul> <p>For emergency evacuation, the use of floor plans or workplace maps that clearly show the emergency escape routes and safe or refuge areas should also be included in the plan.</p> <p>All employees must be told what actions they are to take in the emergency situations that may occur in the workplace.</p>					<p>Documentation of Emergency Action Plan reviewed with each employee: (1) initially when developed; (2) whenever employee’s responsibilities/actions are changed; and (3) whenever the plan is changed.</p> <p>Each new employee, upon initial assignment, trained on those parts of the plan which the employee must know to protect themselves.</p> <p>Generally, one supervisor for 20 employees.</p> <p>View or obtain copy of posted floorplan with designated escape routes.</p>

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<p>The following elements, at a minimum, shall be included in a fire prevention plan.</p> <ul style="list-style-type: none"> <li>A list of all major work place hazards and their proper handling and storage procedures, potential ignition sources, and type of fire equipment or systems to control a fire involving them.</li> <li>Names or job titles of those responsible for maintenance of equipment and ignition prevention or control systems.</li> <li>Job titles or persons responsible for control of fuel source hazards.</li> </ul> <p>The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.</p> <p>Flammable and combustible waste materials and residues are kept to a minimum so they do not contribute to a fire emergency.</p>						These housekeeping measures/ procedures are to be in fire prevention plan.
<b>Hazardous Materials (Subpart H) 29 CFR 1910.101 – 1910.120</b>						
<p><b>Compressed Gases (CFR 1910.101)</b></p> <p>Are cylinders of compressed gases stored and used in a safe manner (e.g., chained to wall, fitted in wall or floor brackets, etc.)</p> <p>Are compressed gas cylinders visually inspected on a monthly basis.</p>						
<p><b>Oxygen (1910.104)</b></p> <p>Bulk oxygen storage is located above ground out of doors or in building of non-combustible construction, vented and used for that purpose exclusively.</p> <p>Liquid oxygen stored in area of non-combustible surfacing where any leakage might fall.</p> <p>Bulk oxygen storage location has permanent placard, "Oxygen – No Smoking – No Open Flames" or equivalent.</p>						<p>Stored 50 feet from any combustible structure, 25 feet from any fire resistive exterior walls or sprinkled building.</p> <p>Asphaltic or bituminous paving is combustible</p>
<p><b>Flammable/Combustible Liquids (1910.106)</b></p>						
<b>Personal Protective Equipment (Subpart I) 29 CFR 1910.132 – 1910.139 (Revised July 1, 1999)</b>						
<p>Documentation of workplace hazard assessment.</p> <p>Is personal protective equipment (PPE) provided, used, and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury?</p> <p>When employees provide their own PPE, the employer shall assure the adequacy, including the proper maintenance and sanitation of such equipment.</p>						

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<p><b>General Requirements (CFR 1910.132)</b></p> <p>Employer must provide PPE at no cost to the employee (in a variety of sizes) such as gloves, lab coats, eyewear, respirator, etc.</p> <p>Is equipment fit (to the employee), stored, handled, and cared for in an appropriate fashion?</p> <p>Has training been carried out and the employees understand it? Each written training certificate shall contain the name of each employee trained, the date(s) of training, and identify the subject certified (presented).</p> <p>Employer must have policy and enforce employee use of PPE.</p>						<p>Training to include:</p> <ul style="list-style-type: none"> <li>• When PPE necessary.</li> <li>• What PPE necessary.</li> <li>• How to properly don, doff, adjust, and wear PPE.</li> <li>• Limitations of PPE.</li> <li>• Proper care, maintenance, useful life, and disposal of the PPE.</li> </ul>
<p><b>Eye and Face Protection (CFR 1910.133)</b></p> <p>The employer ensures that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.</p> <p>Eye and face PPE is distinctly marked to facilitate identification of manufacturer.</p> <p>Employee uses filter lenses that have a shade number appropriate for protection from injurious light radiation.</p>						<ul style="list-style-type: none"> <li>• Eye protection provides side protection when exposed to flying objects (detachable side protectors are acceptable).</li> <li>• Employee who wears prescription lenses wears eye protection incorporating the prescription or eye protection over the prescription lenses.</li> </ul>
<p><b>Respiratory Protection (CFR 1910.134)</b></p>						
<p><b>Foot Protection (CFR 1910.136)</b></p> <p>Employees use protective footwear when working in areas where there is danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.</p>						
<p><b>Hand Protection (CFR 1910.138)</b></p> <p>Employees use appropriate hand protection when employee's hands are exposed to hazards from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.</p>						<p>Selection based on evaluation of performance characteristics of the hand protection relative to the task performed, conditions present, duration of use, and hazards and potential hazards identified.</p>



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<b>Fire Protection (Subpart L) 29 CFR 1910.155 – 1900.165 (Revised July 1, 1999)</b>					
<p><b>Employee Alarm Systems (CFR 1910.165)</b></p> <p>The employer has explained to each employee the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radio or telephone.</p> <p>There are procedures for sounding emergency alarms in the workplace.</p> <p>Alarm systems are restored to normal operating condition promptly after each test or alarm.</p>					<p>Emergency telephone numbers are posted near telephones, or employee notice boards, and other conspicuous locations the telephone serves as a means of reporting. If other communication systems also serve as employee alarm system, all emergency messages have priority.</p> <p>With 10 or fewer employees in workplace, direct voice communication is acceptable.</p> <p>Alarm boxes available within a travel distance of 200 feet.</p> <p>Spare alarm devices and components are available in sufficient quantities and locations for prompt restoration.</p>
<p><b>Fire Brigades (CFR 1910.156)</b></p> <p>This regulation does not require an employer to establish a fire brigade. If they are established, however, the requirements for this section must be met.</p> <p>The employer shall prepare and maintain a written policy statement which:</p> <ul style="list-style-type: none"> <li>• Establishes the fire brigade and its organizational structure;</li> <li>• Defines the functions to be performed; and</li> <li>• States training program requirements.</li> </ul> <p>Training shall be conducted prior to assignment and at least annually for all fire brigade members. Quarterly training or education sessions are required for those fire brigade members expected to perform interior structural fire fighting.</p>					<ul style="list-style-type: none"> <li>• Minimum hands-on training includes use of fire extinguishers, standpipes and other equipment.</li> <li>• Review documentation of annual training and program contents.</li> <li>• Fire brigade members are informed about special hazards they may be exposed to during fire and other emergencies. If special hazards, need written procedures detailing how to handle these hazards.</li> </ul>

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<p><b>Portable Fire Extinguishers (CFR 1910.157)</b></p> <p>Where extinguishers are provided but not intended for employees' use and the employer has an emergency action plan and a fire prevention plan which meet the requirements of 1910.138, then only the requirements of this section dealing with inspection, maintenance and testing apply.</p> <ul style="list-style-type: none"> <li>• Employer has chosen to totally evacuate the workplace at the time of a fire emergency.</li> <li>• Employer has chosen to partially evacuate the workplace/affected area at the time of a fire emergency and permitted certain designated employees to remain behind to operate critical operations or fight fires with extinguishers.</li> </ul> <p>The employer shall maintain and inspect, at least annually, fire fighting equipment to assure safe operational condition of the equipment. Portable fire extinguisher and respirators shall be inspected at least monthly.</p>						<p>No additional requirements.</p> <p>Employees left behind must be trained in their duties, including knowing location and use of fire extinguishers.</p> <p>The selection and distribution of fire extinguishers reflects type and class of fire hazards associated with a particular workplace.</p> <ul style="list-style-type: none"> <li>• Class A fires: travel distance for employees to any extinguisher is 75 feet or less.</li> <li>• Class B fires: travel distance from hazard area to any extinguisher is 50 feet or less.</li> <li>• Class C hazard: based on pattern for Class A and B hazards.</li> <li>• Class D fire: travel distance from hazard area to any extinguisher is 75 feet or less.</li> </ul>
<p><b>Standpipe and Hose Systems (CFR 1910.158)</b></p> <p>Standpipes are protected so they can be relied upon during a fire emergency.</p>						<ul style="list-style-type: none"> <li>• Enclosed in the construction of the building.</li> <li>• Located in area inaccessible to vehicles.</li> <li>• Located in stairwell.</li> <li>• Cabinets are kept free of obstructions and other equipment which may interfere with the fast distribution of fire hose.</li> </ul>
<p><b>Automatic Sprinkler Systems (CFR 1910.159)</b></p> <p>There are no obstructions which hinder the designed density or spray pattern of the water which could create unprotected areas which can cause a fire to spread.</p>						Basically need 18-inch clearance from bottom of sprinkler head.
<p><b>Fixed Extinguishing Systems, General (CFR 1910.160)</b></p> <p>A distinctive alarm signal is available to indicate that a fixed system is discharging.</p> <p>Employer must ensure that an area has been ventilated before employees are permitted to re-enter.</p>						<p>Not required if apparent that system is discharging.</p> <p>The extinguishing agent or any of its products (Halom 1211), which could be toxic, must be identified and necessary precautions taken to prevent employee exposure to the hazard.</p>

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<p><b>Fire Detection Systems (CFR 1910.164)</b></p> <p>Detectors must be protected from mechanical impact damage.</p>						Need suitable cages or metal guards where such hazards exist or located above or out of contact with materials or equipment that may cause damage.
<b>Hand and Portable Powererd Tools and Other Hand-Held Equipment (Subpart P) 29 CFR 1910.241 – 1910.244</b>						
<p><b>Guarding of Portable Power Tools (CFR 1910.243)</b></p> <p>All portable power-driven circular saws, having a blade diameter greater than 2 inches is equipped with guards above and below the base plate and shoe.</p> <p>All hand-held powered circular saws having a blade diameter greater than 2 inches are equipped with a constant pressure switch or control that shuts off the power when the pressure is released.</p> <p>All hand-held gasoline-powered chain saws are equipped with a constant pressure throttle control that shuts off the power to the saw chain when the pressure is released.</p> <p>All hand-held power drills, angle grinders with wheels, greater than 2 inches in diameter, disc sanders, belt sanders, reciprocating saws, saber, scroll and jig saws and other similarly operated equipment is equipped with a constant pressure switch or control, and may have a lock-on control provided it can be turned off by a single motion of the same finger or fingers that turn it on.</p> <p>All cracked saws are removed from service.</p>						
<b>Electrical Safety (Subpart S) 29 CFR 1910.304 – 1910.305 (Revised July 1, 1999)</b>						
<p><b>General Requirements (CFR 1910.303)</b></p> <p>Electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.</p> <p>Electrical equipment is not used unless the manufacturer's name, trademark, or other descriptive marking to identify the organization responsible for the product is on the equipment. Other markings include voltage, current wattage, or other ratings as necessary.</p> <p>Each service, feeder, and branch circuit, at its disconnecting means or overcurrent device, is legibly marked to indicate its purpose, unless it is evident.</p> <p>Sufficient access and working space is provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of equipment.</p>						<p>Observe outlets, cords, plugs, and use of equipment extension cords and multi-plug adapters.</p> <p>Are switches in the electrical breaker box properly marked to identify their function and area served?</p> <p>600 volts or less: workspace in front of electrical equipment not less than 30 inches.</p>

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<p><b>Wiring Design and Protection (CFR 1910.304)</b></p> <p>Circuit breakers clearly indicate whether they are in the open (off) or closed (on) position.</p> <p>Where circuit breaker handles on switchboards are operated vertically rather than horizontally or rotationally, the up position of the handle is the closed (on) position.</p> <p>Equipment connected by cord and plug is grounded.</p>					<p>The following types of equipment are to be grounded:</p> <ol style="list-style-type: none"> <li>1. Refrigerators, freezers, air conditioners, clothes washing machines;</li> <li>2. Clothes drying and dishwashing machines, sump pumps, electrical aquarium equipment;</li> <li>3. Hand-held motor-operated tools;</li> <li>4. Motor-operated appliances of the following types: hedge clippers, lawn mowers, snow blowers, and wet scrubbers;</li> <li>5. Cord and plug connected appliances used in damp or wet locations or by employees standing on the ground or on metal floors or working inside of metal tanks or boilers;</li> <li>6. Portable and mobile x-ray and associated equipment;</li> <li>7. Tools likely to be used in wet and conductive locations;</li> <li>8. Portable head lamps.</li> </ol>

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<p><b>Wiring Methods, Components, and Equipment for General Use (CFR 1910.305)</b></p> <p>Temporary electrical power and lighting wiring methods may be of a class less than would be required for a permanent installation only:</p> <ul style="list-style-type: none"> <li>• During and for remodeling; maintenance, repair, or demolition of buildings, structures or equipment, and similar activities.</li> <li>• For experimental or development work.</li> <li>• For a period not to exceed 90 days for Christmas decorative lighting, carnivals, and similar purposes.</li> <li>• Data processing cables approved as a part of the data processing system.</li> </ul> <p>General requirements for temporary wiring:</p> <ul style="list-style-type: none"> <li>• Receptacles are grounded.</li> <li>• Lamps for general illumination are protected from accidental contact or breakage.</li> <li>• Flexible cords and cables are protected from accidental damage.</li> </ul> <p>Selection and use of work practices:</p> <ul style="list-style-type: none"> <li>• Safety-related work practices are employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts when work is performed near or on equipment or circuits which are or may be energized.</li> <li>• Live parts to which an employee may be exposed are de-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations.</li> <li>• If the exposed live parts are not de-energized, other safety-related work practices are used to protect employees.</li> <li>• While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been de-energized, the circuits energizing the parts are locked out or tagged, or both.</li> </ul>					<p>Are extension cords and multiple plug adapters prohibited?</p> <p>Power surge protection only used for that purpose.</p> <p>Protection by elevation of at least 7 feet from normal working surface or by a suitable fixture or lamp holder with guard. Sharp corners and projections are avoided. When passing through doorways or other pinch points, are provided with protection to avoid damage.</p> <p>Examples of increased or additional hazards:</p> <ul style="list-style-type: none"> <li>• Interruption of life support equipment.</li> <li>• Deactivation of emergency alarm systems.</li> <li>• Shut-down of hazardous location ventilation equipment.</li> <li>• Removal of illumination for an area.</li> </ul>

<b>ASSESSMENT CHECKLIST</b>						
<b>STANDARD</b>		<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>
	<p><b>Use of Equipment (CFR 1910.334)</b></p> <p>Portable equipment is handled in a manner which will not cause damage.</p> <p>Portable cord-and-plug-connected equipment and flexible cord sets (extension cords) are visually inspected before use on any shift for external defects and for evidence of possible damage.</p> <p>A flexible cord used with grounding-type equipment contains an equipment grounding conductor.</p>					<p>Flexible electric cords connected to equipment are not used to raise or lower equipment.</p> <p>Flexible cords are not fastened with staples or otherwise hung in such a fashion as could damage the outer jacket or insulation.</p> <p>If remain connected once they are put in place and are not exposed to damage, need not be visually inspected until they are relocated.</p> <p>Adapters which interrupt the continuity of the equipment grounding connection are not used.</p>
	<p><b>Safeguards for Personnel Protection (CFR 1910.335)</b></p> <p>Employees working in areas where there are potential electrical hazards are provided with, and shall use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed.</p>					
<b>Access to Employee Exposure and Medical Records (Subpart Z) 29 CFR 1910.1020</b>						
	<p>Employee exposure record contains any of the following:</p> <ol style="list-style-type: none"> <li>1. Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent and interpretation of the results.</li> <li>2. Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems.</li> <li>3. Material safety data sheets indicating the material may pose a hazard.</li> <li>4. Chemical inventory or any other record which reveals where and when used and the identity of a toxic or harmful substance.</li> </ol>					<p>Retained 30 years.</p> <p>Retained 30 years.</p> <p>Retained 30 years.</p> <p>Retained 30 years.</p>
	<p>Employee medical record contains information concerning the health status of an employee, including:</p> <ol style="list-style-type: none"> <li>1. Medical and employment questionnaire or histories (including job description and occupational exposure);</li> <li>2. Results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other x-ray examinations to establish a baseline or detecting occupational illness, and all biological monitoring not defined as an "employee exposure record").</li> </ol>					Kept for duration of employment plus 30 years.

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	3. Medical opinions, diagnoses, progress notes, and recommendations. 4. First aid records. 5. Descriptions of treatments and prescriptions. 6. Employee medical complaints.					
	Whenever an employee requests access to a record, the employer shall provide these records within 15 working days.					
	A copy of the record is provided at no cost to the employee for initial copy and reasonable charges for any additional copies of the same material.					
	Upon an employee's first entering into employment and at least annually thereafter, the employer informs each current employee of the following: <ol style="list-style-type: none"> <li>1. The existence, location and availability of any records covered in this section.</li> <li>2. The name of the person responsible for maintaining and providing access to records.</li> <li>3. Each employee's right of access to these records.</li> </ol>					<ul style="list-style-type: none"> <li>• Employer to have a copy of this section and appendices and make copies available upon request.</li> <li>• Review documentation of communication of information.</li> </ul>
<b>BLOODBORNE PATHOGENS (Subpart Z) 29 CFR 1910.1030</b>						
<b>Exposure Control</b>						
	The Exposure Control Plan contains at least the following elements: <ol style="list-style-type: none"> <li>1. Exposure determination.</li> </ol>					Exposure determination contains the following: <ol style="list-style-type: none"> <li>1. List of all job classifications in which all employees in those job classifications have occupational exposure.</li> <li>2. A list of job classifications in which some employees have occupational exposure.</li> <li>3. A list of all tasks and procedures or groups of closely-related tasks and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed above in #2.</li> <li>4. The exposure determination is done without regard to the use of personal protective equipment.</li> </ol>
	2. The schedule and method of implementation for: <ul style="list-style-type: none"> <li>• Methods of compliance</li> <li>• Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up</li> <li>• Communication of Hazards to Employees Recordkeeping</li> </ul>					

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	3. The procedure for evaluation of circumstances surrounding exposure incidents.					
	<p>The Exposure Control Plan is reviewed and updated at least annually and whenever necessary to:</p> <ul style="list-style-type: none"> <li>• Reflect new or modified tasks and procedures which affect occupational exposure.</li> <li>• Reflect new or revised employee positions with occupational exposure.</li> </ul>					A copy of the Exposure Control Plan is accessible to employees (29 CFR 1910.20e).
	<p><b>Methods of Compliance:</b></p> <p>Universal precautions are observed to prevent contact with blood or other potentially infectious materials.</p>					If unable to differentiate between body fluid types, all body fluids are considered potentially infectious material.
	<p><b>Engineering and Work Practice Controls:</b></p> <p>Engineering and work practice controls are used to eliminate or minimize employee exposure.</p> <p>Engineering controls are examined and maintained or replaced on a regular schedule to ensure effectiveness.</p>					
	<p>Handwashing facilities are readily accessible to employees.</p> <p>If handwashing facilities are not feasible, either an appropriate antiseptic hand cleaner with clean cloth/paper towels or antiseptic towelettes are provided by the employer. If this method is used, hands are washed with soap and running water as soon as feasible.</p> <p>The employer ensures that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal, protective equipment.</p> <p>The employer ensures that employees wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact with blood or other potentially infectious material.</p>					
	Contaminated needles and other contaminated sharps are not bent, recapped or removed unless required by a specific medical/dental procedure. If so, must be accomplished through use of mechanical device or a one-handed technique. Shearing or breaking of needles is prohibited.					If exposure remains after institution of controls, personnel protective equipment is used.
	Immediately, or as soon as possible after use, contaminated reusable sharps are placed in appropriate containers until properly reprocessed.					<p>Containers are:</p> <ul style="list-style-type: none"> <li>• Puncture-resistant.</li> <li>• Labeled or color-coded as required.</li> <li>• Leak-proof on the sides and bottom.</li> <li>• Not stored or processed in a manner that requires employees to reach by hand into the containers where the sharps have been placed.</li> </ul>

<b>ASSESSMENT CHECKLIST</b>						
<b>STANDARD</b>		<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>
	<p>Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.</p> <p>Food and drink are not kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.</p>					<p>Observe signage and compliance.</p> <p>Observation.</p>
	<p>All procedures involving blood or other potentially infectious material is performed in such a manner to minimize splashing, spraying, spattering, and generation of droplets of these substances.</p> <p>Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.</p> <p>Specimens of blood or other potentially infectious materials are placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.</p> <p>The container is labeled or color-coded as required.</p> <p>If facility utilizes Universal Precautions in handling of all in-house specimens, the labeling/color-coding is not required if containers are recognizable as containing specimens.</p> <p>If outside contamination of primary container occurs, the primary container is placed in a secondary container which prevents leakage and is labeled as required.</p> <p>If the specimen would puncture the primary container, it is placed within a secondary container which is puncture-resistant in addition to the above requirements.</p> <p>Equipment which may become contaminated with blood or other potentially infectious material is examined and decontaminated as necessary prior to servicing or shipping.</p>					<p>Fluorescent orange or orange-red biohazard label. Red bags or red containers may be substituted for labels.</p>

## ASSESSMENT CHECKLIST

STANDARD	N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
<p><b>Personal Protective Equipment</b></p> <p>When there is occupational exposure, the employer provides, at no cost to the employee, appropriate personal protective equipment.</p> <p>Personal protective equipment is considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee’s work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.</p> <p>The employer ensures that the employee uses appropriate personal protective equipment unless the employer shows that: the employee temporarily and briefly declined under rare and extraordinary circumstances; it was the employee’s professional judgment its use would have prevented the delivery of healthcare; or it would have posed an increased hazard to the safety of the worker or co-worker.</p> <p>The employer ensures that appropriate personal protective equipment in the appropriate sizes is readily accessible or issued to employees.</p> <p>The employer shall clean, launder, and dispose of personal protective equipment required above, at no cost to the employee.</p> <p>The employer repairs or replaces personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.</p> <p>If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) are removed immediately or as soon as feasible.</p> <p>All personal protective equipment is removed prior to leaving the work area. When removed, it is placed in an appropriately designated area or container for storage, washing, decontamination or disposal.</p> <p>Gloves are worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.</p> <p>Masks, in combination with eye protection devices such as goggles, or glasses with solid side shields, or chin-length face shields, are worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious material may be generated and eye, nose, or mouth contamination can be reasonably anticipated.</p>					<p>These circumstances are investigated and documented to determine if changes can be instituted to prevent such occurrences in the future.</p> <p>Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are readily accessible to those employees who are allergic to the gloves normally provided.</p> <p>If employer in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary, then the employer shall:</p> <ul style="list-style-type: none"> <li>• Periodically re-evaluate this policy.</li> <li>• Make gloves available to all employees who wish to use them for phlebotomy.</li> <li>• Not discourage the use of gloves for phlebotomy.</li> <li>• Require that gloves be used for phlebotomy if the employee has cuts, scratches, or other breaks in their skin; that contamination with blood may occur; and when the employee is receiving training in phlebotomy.</li> </ul>

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	Appropriate protective clothing, such as gowns, aprons, lab coats, clinic jackets, or similar outer garments are worn in occupational exposure situations. The type and characteristics depend upon the task and degree of exposure anticipated.					
	<p><b>Housekeeping Practices</b></p> <p>Employer ensures the worksite is maintained in a clean and sanitary condition.</p> <p>The employer determines and implements an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.</p> <p>All equipment and environmental and working surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.</p> <ul style="list-style-type: none"> <li>Contaminated work surfaces are decontaminated with an appropriate disinfectant after completion of procedures when surfaces are overly contaminated or after any spill of blood or other potentially infectious materials and at the end of the work shift if the surface may have become contaminated since the last cleaning.</li> <li>Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, are removed and replaced when they become overly contaminated or at the end of the workshift if they may have become contaminated during the shift.</li> <li>All bins, parts, cans and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated are inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible decontamination.</li> <li>Broken glassware, which may be contaminated, is not picked up directly with the hands. It is cleaned up using mechanical means, such as a brush and dust pan, tongs or forceps.</li> </ul>					<p>Provide copy of written schedule of room cleaning and decontamination.</p> <p>Review schedule.</p>

## ASSESSMENT CHECKLIST

STANDARD	N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
<p>Contaminated sharps are discarded immediately or as soon as feasible in containers that are:</p> <ul style="list-style-type: none"> <li>• Closeable.</li> <li>• Puncture-resistant.</li> <li>• Leak-proof on sides and bottom.</li> <li>• Labeled or color-coded as required.</li> </ul> <p>During use, containers for contaminated sharps are:</p> <ul style="list-style-type: none"> <li>• Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries);</li> <li>• Maintained upright throughout use;</li> <li>• Replaced routinely and not allowed to overfill.</li> </ul> <p>When moving containers of contaminated sharps from the area of use, the containers are:</p> <ul style="list-style-type: none"> <li>• Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transportation, or shipping;</li> <li>• Placed in a secondary container if leakage is possible. The secondary container is closable; constructed to contain all contents and prevent leakage during handling, storage, transportation, or shipping; and labeled or color-coded as required.</li> </ul> <p>Reusable containers are not opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.</p> <p>Other regulated waste is placed in containers which are:</p> <ul style="list-style-type: none"> <li>• Closeable.</li> <li>• Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping.</li> <li>• Labeled or color-coded as required.</li> </ul>					<p>Observe that sharps containers are appropriately located, labeled, and not overfilled.</p>

<b>ASSESSMENT CHECKLIST</b>					
<b>STANDARD</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>
<p><b>Laundry</b></p> <p>Contaminated laundry is handled as little as possible with minimum agitation.</p> <p>Contaminated laundry is bagged or containerized at the location where it was used and not sorted or rinsed in the location of use.</p> <p>Contaminated laundry is placed and transported in bags or containers labeled or color-coded as required.</p> <p>When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with universal precautions.</p> <p>Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry is placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.</p> <p>The employer ensures that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.</p> <p>When a facility ships contaminated laundry offsite to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are appropriately labeled or color-coded.</p>					

<b>ASSESSMENT CHECKLIST</b>					
<b>STANDARD</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>
<p><b>Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up</b></p> <p>The employer makes available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.</p> <p>The employer ensures that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis are;</p> <ol style="list-style-type: none"> <li>1. Made available at no cost to the employee;</li> <li>2. Made available to the employee at a reasonable time and place;</li> <li>3. Performed by or under the supervision of a licensed physician or another licensed health care professional;</li> <li>4. Provided according to recommendations of the U.S. Public Health Services current at the time these evaluations and procedures take place.</li> </ol> <p>The employer ensures that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.</p> <p>Hepatitis B vaccination is made available after the employee has received the training required and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.</p>					<p>Training includes information on the hepatitis B vaccine, including information on its efficacy safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.</p>

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	<p>The employer does not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.</p> <p>If the employee initially declines hepatitis B vaccination but at a later date (while still covered under the standards) decides to accept the vaccination, the employer makes available hepatitis B vaccination at that time.</p> <p>The employer ensures that employees who decline to accept hepatitis B vaccination offered by the employer sign the declination form.</p> <p>Following a report of an exposure incident, the employer makes immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following:</p> <ol style="list-style-type: none"> <li>1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;</li> <li>2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law; <ul style="list-style-type: none"> <li>• The source individual's blood is tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.</li> <li>• When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.</li> <li>• Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.</li> </ul> </li> <li>3. Collection and testing of blood for HBV and HIV serological status; <ul style="list-style-type: none"> <li>• The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.</li> <li>• If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample is preserved for at least 90 days. If within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing is done as soon as feasible.</li> </ul> </li> <li>4. Post-exposure prophylaxis, when medically indicated as recommended by the U.S. Public Health Services;</li> <li>5. Counseling;</li> <li>6. Evaluation of reported illnesses.</li> </ol>					Review files for available and signed forms.

<b>ASSESSMENT CHECKLIST</b>					
<b>STANDARD</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>
<p><b>Information Provided to the Healthcare Professional:</b></p> <p>The employer ensures that the healthcare professional responsible for the employee's hepatitis B vaccination is provided a copy of the regulations.</p> <p>The employer ensures that the healthcare professional evaluating an employee after an exposure incident is provided the following:</p> <ol style="list-style-type: none"> <li>1. A copy of the regulations;</li> <li>2. A description of the exposed employee's duties as they relate to the exposure incident;</li> <li>3. Documentation of the route(s) of exposure and circumstances under which exposure occurred;</li> <li>4. Results of the source individual's blood testing, if available;</li> <li>5. All medical records relevant to the appropriate treatment of the employee, including vaccination status, which are the employer's to maintain.</li> </ol> <p>The employer obtains and provides the employee a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.</p> <ul style="list-style-type: none"> <li>• The written opinion for hepatitis B vaccination is limited to whether hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.</li> <li>• The written opinion for post-exposure evaluation and follow-up is limited to the following: <ol style="list-style-type: none"> <li>1. The employee has been informed of the results of the evaluation.</li> <li>2. The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.</li> </ol> </li> <li>• All other findings or diagnoses remain confidential and are not included in the written report.</li> </ul>					<p>Are copies of the Bloodborne Pathogens regulations available?</p> <p>Are there current copies of job descriptions identifying potential employee exposure?</p>
<p><b>Communication of Hazards to the Employees</b></p> <p>Warning labels are affixed to containers of regulated waste; refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious material.</p> <p>Labels required for contaminated equipment also state what portions of the equipment remain contaminated.</p> <p>Regulated waste that has been decontaminated need not be labeled.</p>					<ul style="list-style-type: none"> <li>• Inspect these areas for biohazard labels.</li> <li>• Labels are affixed as close as feasible to the container and prevent their loss or unintentional removal.</li> <li>• Red bags or red containers may be substituted for labels.</li> <li>• Individual containers placed in a labeled container are exempt from labeling.</li> </ul>

## ASSESSMENT CHECKLIST

STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
<p><b>Information and Training</b></p> <p>Employer ensures that all employees with occupational exposure participate in a training program provided at no cost to the employee and during working hours.</p> <p>Training is provided at the time of initial assignment to tasks where occupational exposure may take place; within 90 days after the effective date of the standard; and at least annually thereafter.</p> <p>The training program contains, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>• Accessible copy of the regulatory text of this standard and an explanation of its contents;</li> <li>• General explanation of the epidemiology and symptoms of bloodborne disease;</li> <li>• Explanation of the modes of transmission of bloodborne pathogens;</li> <li>• Explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;</li> <li>• Explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;</li> <li>• Explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment;</li> <li>• Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.</li> <li>• Explanation of the basis for selection of personal protective equipment;</li> <li>• Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;</li> <li>• Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;</li> <li>• Explanation of the procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;</li> <li>• Information on the post-exposure evaluation and follow-up that employer is required to provide for the employee following an exposure incident;</li> <li>• An explanation of the signs and labels and/or color coding required by the standards;</li> <li>• An opportunity for interactive questions and answers with the person conducting the training session.</li> </ul>						<p>Review training files.</p> <p>Annual training is provided within one year of the previous training.</p> <ul style="list-style-type: none"> <li>• Review program contents.</li> <li>• Review background of person providing training to see they are knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace.</li> </ul>
<p><b>Recordkeeping</b></p> <p>The employer has established and maintains an accurate record for each employee with occupational exposure. The record includes:</p> <ul style="list-style-type: none"> <li>• Employee name and social security number.</li> </ul>						<p>Review employee medical records.</p>

## ASSESSMENT CHECKLIST

STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	<ul style="list-style-type: none"> <li>Copy of employee's hepatitis B vaccination status, including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.</li> <li>Copy of all results of examinations, medical testing, follow-up procedures as required by this standard;</li> <li>Employer's copy of the healthcare professional's written opinion as required by this standard.</li> </ul> <p>The employer ensures that employee medical records are kept confidential; and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this standard or as may be required by law.</p> <p>Training records include the following:</p> <ul style="list-style-type: none"> <li>The dates of the training sessions;</li> <li>The contents or a summary of the training sessions;</li> <li>The names and qualifications of persons conducting the training;</li> <li>The names and job titles of all persons attending the training sessions.</li> </ul>					<p>Records are to be secured and away from patient records in the practice. If employee is also a patient of the practice, needs a separate medical record that is filed with the other patients.</p> <ul style="list-style-type: none"> <li>Review training records.</li> <li>Training records are maintained for 3 years from the date training occurred.</li> </ul>
	<p><b>Ethylene Oxide (CFR 1910.1047)</b></p> <p><b>Permissible exposure limits.</b></p> <p>8-hour time weighted average (TWA).</p> <p>No employee is exposed to an airborne concentration of ETO in excess of one (1) part ETO per million parts of air (1 ppm) as an 8-hour time-weighted average (8-hour TWA).</p>					<p>Review exposure monitoring records.</p>
	<p><b>Excursion Limit.</b></p> <p>No employee is exposed to an airborne concentration of ETO in excess of 5 parts of ETO per million parts of air (5 ppm) as averaged over a sampling period of fifteen (15) minutes.</p> <p>Employer performs initial monitoring to determine accurately the airborne concentrations of ETO to which employee may be exposed.</p> <p>Employee exposure at or above the action level but at or below the 8-hour TWA – the employer repeats monitoring for each employee at least every 6 months.</p> <p>Employee exposure above the 8-hour TWA – the employer repeats monitoring of each employee at least every 3 months.</p> <p>Employee exposure above the 15 minute excursion limit – the employer repeats monitoring for each employee at least every 3 months and more often if necessary.</p> <p>Additional monitoring is performed whenever there has been a change in production process, control equipment, personnel, or work practices that may result in new or additional exposures to ETO or when the employer has any reason to suspect that a change may result in new or additional exposure.</p>					<ul style="list-style-type: none"> <li>Action level is a concentration of airborne ETO of 0.5 ppm calculated as an eight (8) hour time-weighted average.</li> <li>Monitoring schedule may be altered from quarterly to semi-annually for any employee for whom two consecutive measurements, taken at least 7 days apart, indicate that the employee's exposure has decreased to or below the 8-hour TWA.</li> </ul>

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	<p>Within 15 working days after receipt of the results of any monitoring performed, the affected employee is notified of the results in writing either individually or posting. This includes the corrective action taken if results are above acceptable limits.</p> <p>The employer must provide respirators for employees who are required to use them.</p> <p>A written plan for emergency situations has been developed for each workplace where there is a possibility of an emergency.</p> <p>There is a medical surveillance program for all employees who are or may be exposed to ETO at or above the action level, without regard to the use of respirators, for at least 30 days a year.</p>					<p>Review documentation.</p> <p>Employees engaged in correcting emergency conditions are equipped with respiratory protection.</p> <p>Medical exam and procedures performed are provided at no cost to the employee, without loss of pay and at a reasonable time and place.</p>
	<p>The medical examinations and consultations are provided:</p> <ul style="list-style-type: none"> <li>• Prior to assignment of the employee to an area where exposure may be at or above the action level for at least 30 days a year.</li> <li>• At least annually, each employee exposed at or above the action level for at least 30 days in the past year.</li> <li>• At termination of employment or reassignment to an area where exposure to ETO is not at or above the action level for at least 30 days a year.</li> <li>• As medically appropriate for any employee exposed during an emergency.</li> <li>• As soon as possible, upon notification by an employee, either (1) the employee has developed signs or symptoms indicating possible overexposure to ETO; or (2) the employee desires medical advice concerning the effects of current or past exposure to ETO on the employee's ability to produce a healthy child.</li> <li>• If the examining physician determines that any of the examinations should be provided more frequently than specified.</li> </ul>					<p>Medical exam includes:</p> <ul style="list-style-type: none"> <li>• Medical and work history with special emphasis directed to symptoms related to the pulmonary, hematologic, neurologic and reproductive systems and to the eyes and skin.</li> <li>• Physical exam, with particular emphasis to the pulmonary, hematologic, and reproductive systems and to the eyes and skin.</li> <li>• A complete blood count involving a white cell count with differential, red cell count, hematocrit, and hemoglobin.</li> <li>• Any laboratory or other tests the physician deems necessary.</li> <li>• The medical exam or consultation should be determined by the physician and include pregnancy testing or laboratory evaluation of fertility, if requested by the employee and deemed appropriate by the physician.</li> </ul>
	<p>Signs are posted demarcating regulated areas and entrances or accessways to regulated areas that bear the following:</p> <p><b>DANGER, ETHYLENE OXIDE, CANCER HAZARD AND REPRODUCTIVE HAZARD, AUTHORIZED PERSONNEL ONLY, RESPIRATORS AND PROTECTIVE CLOTHING MAY BE REQUIRED TO BE WORN IN THIS AREA.</b></p>					

<b>ASSESSMENT CHECKLIST</b>						
<b>STANDARD</b>		<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>Comment</b>	<b>PROVIDE DOCUMENTATION</b>
	Employees who are potentially exposed to ETO at or above the action level or above the excursion limit are provided with information and training on ETO at the time of initial assignment and at least annually thereafter.					<p>Information includes:</p> <ul style="list-style-type: none"> <li>• Requirements of this standard.</li> <li>• Any operations in their work area where ETO is present.</li> <li>• Location and availability of written ETO formal record.</li> <li>• The medical surveillance program.</li> </ul> <p>Training includes:</p> <ul style="list-style-type: none"> <li>• Methods and observations that may be used to deter the presence or release of ETO in the work area.</li> <li>• The physical and health hazards of ETO.</li> <li>• The measures employees can take to protect themselves from hazards associated with ETO exposure (i.e., work practices, emergency procedures, and personal protective equipment).</li> <li>• The details of the hazard communication program, including explanation of the labeling system and how employees can obtain and use the appropriate information.</li> </ul>
	<p>There is an accurate record of all measurements taken to monitor employee exposure to ETO.</p> <p>There is an accurate record for each employee subject to medical surveillance.</p>					These records are maintained for at least thirty (30) years.

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
<p><b>Formaldehyde (CFR 1910.1048)</b></p> <p>Permissible Exposure Limits (PEL).</p> <p>Time Weighted Average (TWA):</p> <p>No employee is exposed to an airborne concentration of formaldehyde which exceeds 0.75 parts formaldehyde per million parts of air (0.75 ppm) as an 8-hour TWA.</p> <p>Short-Term Exposure Limit (STEL):</p> <p>No employee is exposed to an airborne concentration of formaldehyde which exceeds two parts formaldehyde per million parts of air (2 ppm) as a 15-minute STEL.</p> <p>All employees are identified who may be exposed at or above the action level or at or above the STEL and accurately determined the exposure of each employee so identified.</p> <p>Employer periodically measures and accurately determines exposure to formaldehyde for employees shown by the initial monitoring to be exposed at or above the action level or at or above the STEL.</p> <p>If the employer receives reports of signs or symptoms of respiratory or _____ conditions associated with formaldehyde exposure, the employer promptly monitors the affected employees' exposure.</p> <p>Employee exposure at or above the action level – the employer repeats monitoring of the employees at least every 6 months.</p> <p>Employee exposure at or above the STEL – the employer repeats monitoring of the employees at least once a year under worst conditions.</p> <p>Within 15 days of receiving the results of exposure monitoring, the employer notifies the affected employees of the results in writing, either by distributing copies of the results or posting. This includes the corrective action being taken to decrease exposure if employee exposure is over either PEL.</p>						<p>Review exposure monitoring records.</p> <ul style="list-style-type: none"> <li>Action level is a concentration of 0.5 part formaldehyde per million parts of air (0.5 ppm) calculated as an eight (8) hour TWA concentration.</li> <li>Employer may discontinue periodic monitoring for employees if results from two consecutive sampling periods, taken at least 7 days apart, show that employee exposure is below the action level and the STEL.</li> </ul> <p>Review documentation.</p>
<p>Regulated areas are established where the concentration of airborne formaldehyde exceeds either the TWA or the STEL and post all entrances and accessways with signs:</p> <p><b>DANGER, FORMALDEHYDE, IRRITANT AND POTENTIAL CANCER HAZARD, AUTHORIZED PERSONNEL ONLY.</b></p>						

ASSESSMENT CHECKLIST						
STANDARD		N/A	YES	NO	Comment	PROVIDE DOCUMENTATION
	<p>Medical surveillance:</p> <p>There is a medical surveillance program for all employees exposed to formaldehyde at concentration, at or exceeding the action level or exceeding the STEL.</p> <p>The employer has established engineering and work practice controls.</p> <p>All contact of the eyes and skin with liquids containing 1% or more formaldehyde is prevented by the use of chemical protective clothing made of material impervious to formaldehyde and the use of other PPE such as goggles and face shields.</p> <p>PPE equipment and clothing that has become contaminated with formaldehyde are cleaned or laundered before its reuse.</p> <p>No employee takes home equipment or clothing that is contaminated with formaldehyde.</p>					
	<p>Comments:</p>					