



# OSHA Training Outline for Medical Offices

## I. Introduction to OSHA

1. What is OSHA? OSHA Act 91-596 Purpose and Scope
2. Purpose of OSHA
3. Major Standards for healthcare Industry
4. General Duty Clause
5. Job Safety Posters
  - a. OSHA English 3165
  - b. OSHA Spanish 3167
6. If an OSHA Inspector Shows up at your Doorstep
7. Types of Inspection
  - a. Imminent Danger
  - b. Catastrophic and Fatal Accidents
  - c. Employee Complaints
  - d. Programmed High Hazard Inspections
  - e. Re-inspections or Follow up Inspections
8. Citations and Penalties
  - a. De Minimis Violations
  - b. Other than Serious Violations
  - c. Serious Violations
  - d. Willful Violations
  - e. Repeated Violations
  - f. Failure to Abate
  - g. Follow up Inspection and Failure to Abate
9. Duties and Responsibilities of Departments, Supervisors and Employees

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*Refer to the OSHA Act, "What to Expect" Booklets and Job Safety Posters*

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## II. Record Keeping Requirements (29 CFR 1904)

1. Importance of Recordkeeping
2. Log of Work-related Injuries and Illnesses (Form 300)
3. Summary of work-related Injuries and Illnesses (Form 300A)
4. Injury and illness Incident Report (Form 301)
5. Procedure for Recording Injuries
6. How to work with Form 300
  - a. Exceptions for not entering name on Form 300
  - b. Privacy Concerns
7. What are work-related injuries?
  - a. Exceptions to work-related injuries
  - b. Recordable work-related injuries
  - c. Additional Criteria for recording injuries
  - d. Definition of medical treatment
  - e. Definition of First Aid
  - f. Restricted Work
  - g. Classifying Injuries and illnesses

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*Refer to the OSHA Record-keeping Forms*

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## III. Bloodborne Pathogen Standard (29 CFR 1910.1030)

1. Purpose and scope
2. Epidemiology of Bloodborne Pathogens
  - a. Hepatitis B
  - b. Hepatitis C
  - c. HIV
  - d. Factors that influence risks of infection
  - e. Treatment for the exposure and side effects of the treatment
  - f. Prevention of occupational exposures
3. Basic Requirements of the Standard
  - a. Use of Universal or Standard Precautions
  - b. Exposure Control Plan
    - i. Exposure Determination
    - ii. Schedule and Implementation of Methods of Compliance
  - c. Sharps Injury Prevention Program
    - i. Methods of Selection of Safer Medical Devices at your facility (explain questionnaire)
    - ii. Sharps Injury Log
  - d. Use of appropriate engineering and work practice controls
    - i. Selection of PPE and training in PPE
    - ii. Location of Hand washing facilities and Eye Wash Station
    - iii. Disposal of Sharps
    - iv. Procedures for maintaining Hand Hygiene
  - e. Housekeeping procedures
    - i. Discuss Protocols
    - ii. Handling of Contaminated Laundry
4. Provision of Hepatitis B Vaccine (Refer CDC Guidelines for HBV Vaccinations sent by Email)
  - a. Details of Hepatitis B Vaccine Declination Form
5. Details of Medical follow up in the event of an exposure incident
  - a. Steps to be taken immediately after an exposure
  - b. Records to be maintained following an exposure incident
  - c. Reporting Procedures
6. Use of biohazard warning Labels on regulated waste, contaminated laundry and certain specimens
7. Proper Containment of Regulated Medical Waste
  - a. Definition of Medical Wastes
  - b. Rules and Procedures for Regulated Waste Handling
8. Explain details of Training Records, Medical Records (review booklet OSA 3110 Access to Medical Records)
9. Review of BBP Exposure Control Plan in its entirety by the Employees

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*Refer to the BBP fact sheets 01-06 and 29 CFR 1910.1030 Bloodborne Pathogen Standard.*

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## IV. Hazard Communication Standard (29 CFR 1910.1200)

1. Explain Performance oriented regulation
2. Explain the concept of Right to Know Standard
3. Types of Hazards

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- a. Physical
  - i. Combustible
  - ii. Compressed gases
  - iii. Explosive
  - iv. Flammable
  - v. Organic Peroxide
  - vi. Oxidizer
  - vii. Pyrophoric
  - viii. Unstable (Reactive)
  - ix. Water Reactive
- b. Health
  - i. Carcinogen
  - ii. Corrosive
  - iii. Highly Toxic
  - iv. Irritant
  - v. Sensitizer
  - vi. Target Organ Effects
  - vii. Toxic
- 4. Details of Chemical Inventory
- 5. Material Safety Data Sheet (MSDS)
  - a. Location of the MSDS and Responsibility of procuring and maintaining MSDS
  - b. Reading and Interpreting MSDS
- 6. Requirement of Labels for Containers
- 7. Duties and Responsibilities of Supervisors and Employees under Hazard Communication Standard
- 8. Limiting Chemical Exposures
  - a. Engineering Controls
  - b. Safe Work Practices
  - c. Personal Protective Equipment
- 9. Chemical Procurement, Distribution, Storage and Disposal
- 10. Hazards of Chemicals and Emergency Response
  - a. Exposure Levels
  - b. Spill Control Policy
  - c. Spill Emergency Plan
    - i. Small Spill
    - ii. Large Spill
- 11. Discuss the hazards of chemicals found at your facility and PPE necessary to handle them
- 12. GHS Labels and Safety Data Sheets
- 13. Review the Pictograms

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*Refer to the Hazard Communication Standard 29 CFR 1910.1200, OSHA 3111 Hazard Communication Guidelines and HMIS chart.*

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## V. Hazardous Drug Exposure

- 1. List the hazardous drugs at the facility
- 2. Means of Exposure
- 3. Medical Surveillance

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- a. Elements of a medical surveillance program
- b. Evaluate Protective measures
4. Health worker safety tips from hazardous drugs

## **VI. Pandemic Influenza Preparedness and Response Guidance for Healthcare Workers**

1. Discuss Epidemiology of Influenza Viruses
2. Respiratory Hygiene/Cough Etiquettes
3. Infection Control
4. Risk Assessment
5. Use of Standard Precautions
  - a. Contact Precautions
  - b. Droplet Precautions
  - c. Airborne Precautions

## **VII. Exposure to Tuberculosis (TB)**

1. Factors contributing to the rise of TB
2. Causes of TB
3. Hierarchy of Controls
  - a. Administrative Controls
    - i. Accident Prevention Signs and Tags
  - b. Environmental Controls
  - c. Personal Respiratory Protections
    - i. Respiratory Protection Program including Program Elements
    - ii. Respiratory Protection Standard
4. Employee Protection from TB
  - a. Tuberculin Skin Test
  - b. TB Risk Classifications
  - c. Screening procedures

## **VIII. Exposure to Glutaraldehyde**

1. Introduction to Glutaraldehyde
2. Health Effects
3. Possible Solutions including use of PPE
4. Provision and Location of Eye Wash Station

## **IX. Latex Allergy**

1. Introduction
2. Symptoms of Latex Allergy
3. Possible Solutions
4. NIOSH Recommendations

## **X. Exposure to Mercury**

1. Introduction
2. Health Effects
  - a. Acute exposure

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- b. Chronic Exposure
3. Possible Solutions including use of PPE
4. OSHA and NIOSH Recommendations

## **XI. Workplace Violence**

1. Introduction
2. Examples of Violence
3. Who is at risk?
4. Types of Workplace Violence
5. Effects of Workplace Violence
6. Risk Factors of Violence
7. Prevention Strategies
8. Environmental Designs
9. Administrative Controls
10. Behavior Modifications
11. Safety Tips for Employees
12. Discuss Comprehensive Workplace Violence Program
  - a. Administrative Controls
  - b. Hazard Prevention Control
  - c. Engineering Control
  - d. Post incidence response
  - e. Evaluation of the program

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*Refer to the Workplace Violence Fact Sheet and OSHA 3148 & 3153 Workplace Violence Booklets*

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## **XII. Ionizing Radiation**

1. Introduction
2. Hazards of Ionizing Radiation
3. Monitoring
4. Radiation exposure Controls
5. Radiation Warning Signs
6. Radiation Protection Program
7. Checklist for exposure to Radiation

## **XIII. Fire Safety Standard**

1. Introduction
2. Minimum Elements of a Fire Prevention Plan
3. Common Fire Extinguishing Agents
4. Classification of Fire Extinguishers
5. Selection and distribution of Fire Extinguishers at our facility
6. Inspection, Maintenance and testing of Fire Extinguishers
7. Fixed Fire Extinguishing Systems
  - a. Sprinkler System
  - b. Sprinkler Alarms
8. Discuss Fire Alarm Devices available at your facility

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*Refer to the Fire Safety Fact Sheet*

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## **XIV. Electrical Safety Standard**

1. Introduction
2. Electrical injuries
3. Recognizing Electrical hazards
4. Evaluating Electrical hazards
5. Controlling Electrical hazards
6. Flexible Wiring
  - a. Use of Extension Cords
7. Employee safety precautions

## **XV. Walking-working Surfaces**

1. Introduction about Slips, Trips and Falls
2. Causes of Slip, Trip, Fall
  - a. Evaluate locations in the facility that can lead to Slip, Trip and Fall
3. Evaluate Housekeeping Practices
4. Control measures to prevent Slips and Falls
5. Discuss Lighting measures at the facility and outside
6. Footwear policy
7. Prevention of Stairway Falls
8. Ladder hazards

## **XVI. Ergonomics Control**

1. Introduction to Ergonomics
2. Ergonomic hazards
3. Analysis of Jobs
  - a. Awkward Postures
  - b. Forceful lifting, pushing and pulling
  - c. Prolonged repetitive motion
  - d. Contact Stress
  - e. Vibration
4. Health and Safety Program in Ergonomics
5. Solutions to common Ergonomic Hazards
  - a. Transferring Equipment
  - b. Reaching into Deep sinks or containers
  - c. Lifting trash, trash or other kinds of bags
  - d. Pushing Hazards
  - e. Housekeeping tasks

## **XVII. Exit Routes**

1. Introduction
2. Exit Features
3. Exit Signs
4. Key provisions of the standard
5. Exit Markings

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## **XVIII. Emergency Action Plan**

1. Introduction
2. Written Emergency Action Plan
  - a. Means of Reporting Fires
  - b. Emergency Reporting Procedures
  - c. Employee Alarm System
3. Evaluation Procedures and Emergency Route Assignments
4. Evacuation procedures of high rise buildings (if applicable)
5. Emergency information for Employees
6. Procedures for assisting visitors including patients
  - a. Selection of Wardens
7. Actions to be taken before Evacuating
8. Procedures for accounting employees after evacuation
9. Using Public Resources
10. Review of Written Emergency Action Plan

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*Refer to the OSHA 3088 Emergency Evacuations OSHA Booklet*

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## **XIX. Employees must review the Facility's Safety Plans (available in the Documentation Kit)**

## **XX. Question and Answer Sessions**