

OSHA Compliance Checklist for Medical Offices

MedSpaBinder

Clinic _____

Number of employees _____

Checked by / date _____

Covers federal OSHA. States that run their own OSHA plans can add rules. Mark N/A for anything that doesn't apply.

Requirement	Applies (Y/N)	Done (Y/N)	Date	Evidence / where kept
Posting and injury records				
OSHA "It's the Law" poster displayed				
Report: death in 8 hrs; hospitalization, amputation, eye 24 hrs				
OSHA 300 injury log kept (if required)				
Bloodborne pathogens (1910.1030)				
Written exposure control plan, reviewed every year				
Hepatitis B vaccine offered; declinations signed				
Training at hire and every 12 months; records kept 3 years				
Sharps containers, safer sharps and PPE provided free				
Post-exposure provider and steps in place				
Hazard communication (1910.1200)				
Written hazard communication program				
List of hazardous chemicals; safety data sheets at hand				
Containers labeled; staff trained on the chemicals used				
Emergencies and fire (1910.38, .39, .157)				
Emergency action plan (in writing if more than 10 staff)				
Fire prevention plan (in writing if more than 10 staff)				
Exits marked and kept clear				
Extinguishers: monthly look, yearly service, staff trained				
Eyewash where corrosive chemicals are used (1910.151)				
PPE (1910.132)				
Written hazard assessment certification for PPE				
Good practice (no specific OSHA standard)				
Laser safety program (ANSI Z136.3), if you use lasers				
Cords, outlets and equipment in good repair				
Reviewed by (initials)				

Next review due: _____ Reviewed by: _____