

The Occupational Safety and Health Administration (OSHA)

GPS Original Resource:

ADA SAMPLE EXPOSURE CONTROL CHECKLIST

This information is excerpted from [The ADA Practical Guide to OSHA Compliance Manual](#), a publication of the American Dental Association available at adacatalog.org or 800.947.4746.

The following checklist is provided to assist you in complying with the OSHA standard. It is not an OSHA-approved list nor does completion of the checklist guarantee compliance with all OSHA requirements. It assists you in reviewing your progress in completing the more detailed sections of the manual that follow.

Read the OSHA Standard

- Make sure you understand the provisions of the standard.
- Know your responsibilities as an employer.

Use the materials in this manual to establish a written exposure control plan

- Specify the schedule and method of implementation for each of the requirements of the exposure control plan.
- Review and update the exposure control plan annually and as necessary to reflect significant changes in tasks or procedures.
- Make sure that this exposure control plan is readily available for review by employees.

Perform the exposure determination

- Perform exposure determinations without regard to the use of personal protective equipment.
- Identify and document those positions in which all employees have occupational exposure.
- Identify and document positions in which some employees have occupational exposure.
- Identify the tasks and procedures of the employees in positions in which some employees have exposure (group identified in the above item).

Your exposure control program must include the following methods of compliance. Check off all the following provisions of your program:

- Standard precautions
- Engineering and work practice controls, including annual consideration of safer needle devices, using employee input
- Handwashing
- Personal protective equipment
- Housekeeping procedures
- Cleaning and methods of decontamination
- Regulated waste containment in the office
- Laundry procedures for personal protective equipment

- ___ HBV vaccination of all employees at risk
- ___ Postexposure evaluation and follow-up
- ___ Labeling procedures
- ___ Information and training

Institute a training and education program

Annually provide all your employees who have occupational exposure with interactive training and education regarding the following:

- ___ Exposure control plan and OSHA standard
- ___ Epidemiology, modes of transmission, symptoms, and prevention of HIV, HBV and HCV
- ___ Location and proper use of personal protective equipment
- ___ Engineering controls, proper work practices and “standard precautions”
- ___ Meaning of color codes, biohazard symbol, and precautions to use in handling contaminated articles or infectious waste
- ___ Procedures to be followed if a needlestick or other exposure incident occurs

Maintain certain records

- ___ Establish a medical record for each employee, containing pertinent information regarding HBV vaccination and postexposure evaluation and follow-up.
- ___ Establish training records for each employee, recording dates of training sessions and contents of training program.
- ___ If applicable, have employees complete Hepatitis B vaccine declination form.
- ___ Document any exposure incident in the employee’s medical record.
- ___ Document your annual efforts to consider safer needle devices and to include employee input.

Resource: [The ADA Practical Guide to OSHA Compliance Manual](#)