

# OSHA Act Assessment Report - Apex

Your Organisation Name

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Prepared By:  
Admin Account

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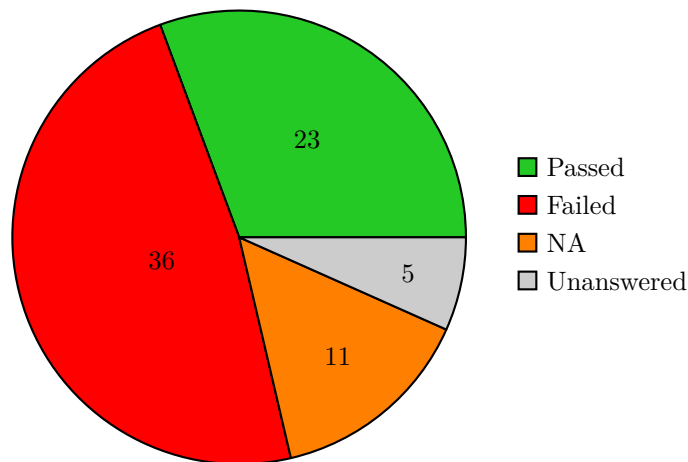
## 1 Executive Summary

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### Assessment Score

Our organization's OSHA implementation is assessed based on the applicable OSHA act and identified action plans will be implemented according to the timeline provided in the "identified risks with action plans" section.

DISCLAIMER - Information provided by the customer for this assessment was not independently verified by our consulting team; the customer has provided details about their operation to the best of their knowledge. These reports and recommendations are for evaluation purposes only and not intended to be construed as legal advice. The customer is advised to consult with attorneys in connection with any fact-specific situation under federal law and the applicable state or local laws that may impose additional obligations on the company and/or its personnel.



## 2 Results Overview

Module	Incl in Assessment	# Areas Covered	Pass %	Failure %	Not Applicable
Bloodborne Pathogens Exposure Control Plan	Yes	5	0%	100%	0
Engineering and Work Practice Controls	Yes	5	40%	60%	1
Personal Protective Equipment	Yes	5	80%	20%	1
Housekeeping	Yes	12	67%	33%	2
HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up	Yes	9	56%	44%	2
Record Keeping, Reporting and Administrative	Yes	7	57%	43%	1
Tuberculosis Exposure and Respiratory Protection	Yes	5	40%	60%	1
Electrical Standards	Yes	4	50%	50%	2
Exit Routes, Emergency Action Plans, and Fire Prevention Plans	Yes	8	50%	50%	0
Workplace Violence and Worker's Rights	Yes	10	30%	70%	1
GHS for Labeling of Chemicals and Hazard Communication of Infectious Materials	Yes	5	100%	0%	0
Ionizing Radiation	No				
Guidance to Seasonal, Avian and Pandemic Influenza outbreak	No				

## 3 Action Plan Summary

Module	Question	Action Plan	Priority	Due Date	Status
Bloodborne Pathogens Exposure Control Plan	Do you have a written Exposure Control Plan?	We need to devise a written plan with the followin..	Medium	2020-12-19	In Progress
Bloodborne Pathogens Exposure Control Plan	Is your organization's Exposure Control Plan acces..	Steps must be taken by <Name> to ensure that all e..	High	2020-09-19	In Progress
Bloodborne Pathogens Exposure Control Plan	Is the Exposure Control Plan reviewed and updated ..	Measures must be taken by<Name of the person-in-ch..	High	2020-09-19	In Progress

Bloodborne Pathogens Exposure Control Plan	Is anyone other than the employer is involved in w..	Measures must be taken to get input from employees..	High	2020-09-19	In Progress
Bloodborne Pathogens Exposure Control Plan	Are the employees trained to use “Universal Precau..	Employees should be trained to use “universal prec..	High	2020-09-19	In Progress
Engineering and Work Practice Controls	Is your workplace and practice procedures setup to..	Measures should be taken to eliminate or minimize ..	High	2020-09-19	In Progress
Engineering and Work Practice Controls	When performing procedures involving blood or othe..	Employees should be trained to handle procedures i..	Medium	2020-12-19	In Progress
Engineering and Work Practice Controls	Do you have first aid and medical assistance for e..	Measures should be taken to ensure adequate first ..	High	2020-09-19	In Progress
Personal Protective Equipment	Is appropriate personal protective equipments and ..	Measures must be taken to provide employees with a..	High	2020-09-19	In Progress
Housekeeping	Are all usable bins, cans and similar receptacles ..	Measures should be taken to decontaminate reusable..	High	2020-09-19	In Progress
Housekeeping	Is there a procedure in place to use proper mechan..	Measures should be taken to train in the use of pr..	High	2020-09-19	In Progress
Housekeeping	Are the contaminated laundry handled with minimal ..	Measures should be taken to ensure that the contam..	High	2020-09-19	In Progress
Housekeeping	Are alternative gloves made available for those ho..	Measures should be taken to train house-keeping sta..	High	2020-09-19	In Progress
HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up	Is Hepatitis B vaccine and vaccination series prov..	Measures should be taken to provide Hepatitis B va..	High	2020-09-19	In Progress

HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up	For new employees, do you require serologic testin..	Policy should be changed to offer Hepatitis B Vac..	High	2020-09-19	In Progress
HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up	If a routine booster dose of hepatitis B vaccine i..	Measures must be taken to provide booster dose of ..	High	2020-09-19	In Progress
HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up	In the event of an exposure incident, if the emplo..	Measures should be taken to preserve blood for 90d..	High	2020-09-19	In Progress
Record Keeping, Reporting and Administrative	Are employees OSHA training log maintained and rec..	Employees should be trained in OSHA atleast annual..	High	2020-09-19	In Progress
Record Keeping, Reporting and Administrative	Are the employees medical records and training log..	Employees medical records and training logs should..	High	2020-09-19	In Progress
Record Keeping, Reporting and Administrative	In the event of ownership transfer or business clo..	Measures must be taken to transfer the employee re..	High	2020-09-19	In Progress
Tuberculosis Exposure and Respiratory Protection	Does your organization has effective administrativ..	Measures should be taken to review and update the..	High	2020-09-19	In Progress

Tuberculosis Exposure and Respiratory Protection	Does your organization follow environmental contro..	Measures should be taken to review and update envi..	High	2020-09-19	In Progress
Tuberculosis Exposure and Respiratory Protection	In case of TB infection case, Does the administrat..	Measures should be taken to identify the local and..	High	2020-09-19	In Progress
Electrical Standards	Is electrical equipment free from recognized hazar..	Measures should be taken to check the electrical e..	High	2020-09-19	In Progress
Electrical Standards	Is electrical service near sources of water proper..	Measures should be taken to properly ground all el..	High	2020-09-19	In Progress
Exit Routes, Emergency Action Plans, and Fire Prevention Plans	Does your practice have a minimum of 2 exits requi..	Measures should be taken to maintain exits as per ..	High	2020-09-19	In Progress
Exit Routes, Emergency Action Plans, and Fire Prevention Plans	Are the exit routes' operational features, mainten..	Measures should be taken to maintain exit routes a..	High	2020-09-19	In Progress
Exit Routes, Emergency Action Plans, and Fire Prevention Plans	Do you have employee alarm system that is tested a..	Measures should be taken to install, maintain and ..	High	2020-09-19	In Progress
Exit Routes, Emergency Action Plans, and Fire Prevention Plans	Do you have portable fire extinguisher in your wor..	Measures should be taken to update the FPP and EAP..	High	2020-09-19	In Progress



Workplace Violence and Worker's Rights	Does your organization has written Violence Preven..	Attached sample template can be used to create a w..	High	2020-09-19	In Progress
Workplace Violence and Worker's Rights	As part of your hiring procedure, Do you run backg..	Measures must be taken to do background checks for..	High	2020-09-19	In Progress
Workplace Violence and Worker's Rights	Do you periodically identify and assess the workpl..	Measures should be taken to assess violence risk f..	High	2020-09-19	In Progress
Workplace Violence and Worker's Rights	Do you periodically evaluate workplace violence re..	Measures should be taken to periodically evaluate ..	High	2020-09-19	In Progress
Workplace Violence and Worker's Rights	Are employees free to report violence and related ..	Measures should be taken to improve employee-manag..	High	2020-09-19	In Progress
Workplace Violence and Worker's Rights	Are the staff provided with safety and health trai..	Measures should be taken to provide staff members ..	High	2020-09-19	In Progress
Workplace Violence and Worker's Rights	Does all your employees know their workers rights?	Measures should be taken to train all employees on..	High	2020-09-19	In Progress

## 4 Identified Risks with Action Plan

These are risks that have been identified, evaluated, and have an Action Plan. We have identified 34 high, 2 medium, and 0 low action items. Of all items in the action plan, 36 are pending and 0 are complete.

### 4.1 Do you have a written Exposure Control Plan?

**Module:** Bloodborne Pathogens Exposure Control Plan

**Response:** No

**Comments:** No, We don't have a written Exposure Control Plan.

**Action Plan:** We need to devise a written plan with the following components: identification of jobs / tasks where occupational exposure to blood or other potentially infectious material occurs, has description of how the employer will use engineering and work controls, has description of how the employee will ensure use of Personal Protective Equipment (PPE) with the provision that the plan is accessible to employees and is reviewed at least annually to reflect changes in technology that will help eliminate or reduce employee exposure.

Attached sample Exposure Control Plan template can be used to create one for the organization.

**Enter your exposure control plan administrator:**

**What is the name of your facility?**

**Contact location and phone number of your exposure control administrator? (Ex: on-site, off-site etc) Format: Location/Phone number**

**Status:** In Progress

**Priority:** Medium

**Target Date for Completion:** 2020-12-19

### 4.2 Is your organization's Exposure Control Plan accessible to all employees?

**Module:** Bloodborne Pathogens Exposure Control Plan

**Response:** No

**Comments:** No, the Exposure Control Plan access is not available to all employees.

**Action Plan:** Steps must be taken by <Name> to ensure that all employees know how to access the paper and/or digital copy of the Exposure Control Plan

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.3 Is the Exposure Control Plan reviewed and updated with any personal or procedural changes in the organization?

**Module:** Bloodborne Pathogens Exposure Control Plan

**Response:** No

**Comments:** No, the Exposure Control Plan is not reviewed and updated with any personal or procedural changes in the organization.

**Action Plan:** Measures must be taken by<Name of the person-in-charge> to review and update Exposure Control Plan in accordance with occupational exposure.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.4 Is anyone other than the employer is involved in writing the Exposure Control Plan for your organization?

**Module:** Bloodborne Pathogens Exposure Control Plan

**Response:** No

**Comments:** No one other than the employer is involved in writing the Exposure Control Plan for our organization.

**Action Plan:** Measures must be taken to get input from employees who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and in writing Exposure Control Plan.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.5 Are the employees trained to use “Universal Precautions” when handling all specimens?

**Module:** Bloodborne Pathogens Exposure Control Plan

**Response:** No

**Comments:** No, employees are not trained to use “universal precautions” when handling all specimens.

**Action Plan:** Employees should be trained to use “universal precautions” when handling all specimens to comply with OSHA compliance.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.6 Is your workplace and practice procedures setup to eliminate or minimize occupational exposure?

**Module:** Engineering and Work Practice Controls

**Response:** No

**Comments:** Our workplace and practice controls are not setups to eliminate or minimize occupational exposure.

**Action Plan:** Measures should be taken to eliminate or minimize occupational exposure using engineering and workplace practice controls.

**The specific engineering controls and work practice controls used are:** (For example: non-glass capillary tubes, SESIPs, needleless systems)

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.7 When performing procedures involving blood or other infectious materials, Are employees trained in proper procedure handling that reduces the spread of infectious substances?

**Module:** Engineering and Work Practice Controls

**Response:** No

**Comments:** No, employees who perform procedures may create splashing or spraying of blood or other potentially infectious materials are not trained to perform such procedures in a manner that reduces the risk of exposure.

**Action Plan:** Employees should be trained to handle procedures in a manner that reduces the risk of exposure.

**Status:** In Progress

**Priority:** Medium

**Target Date for Completion:** 2020-12-19

#### 4.8 Do you have first aid and medical assistance for emergency use?

**Module:** Engineering and Work Practice Controls

**Response:** No

**Comments:** No, we don't have first aid and medical assistance for emergency use.

**Action Plan:** Measures should be taken to ensure adequate first aid supplies and adequately trained person is a readily available for emergency use. Attached factsheet can be referenced for this purpose.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.9 Is appropriate personal protective equipments and clothing provided to employees at free of cost, in appropriate size and In accessible locations?

**Module:** Personal Protective Equipment

**Response:** No

**Comments:** No, appropriate personal protective equipment and clothing are not provided to the employees at free of cost, in an appropriate size and Inaccessible locations.

**Action Plan:** Measures must be taken to provide employees with appropriate protective clothing for the tasks performed at free of cost, in appropriate size and In accessible locations. Attached fact sheet sheet can be used for this purpose.

**Enter the name of the PPE Administrator:**

**Enter the contact phone number of the PPE Administrator:**

**Name the place where PPE is located:(Front desk cupboard, breakroom cupboard etc)**

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.10 Are all usable bins, cans and similar receptacles decontaminated on a regular basis or immediately following a visible contamination?

**Module:** Housekeeping

**Response:** No

**Comments:** No, there is no procedure in place to decontaminate reusable bins, cans and similar receptacles.

**Action Plan:** Measures should be taken to decontaminate reusable bins, cans, and similar receptacles on a regular basis or soon after a visible contamination.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.11 Is there a procedure in place to use proper mechanical means to clean any broken contaminated glassware?

**Module:** Housekeeping

**Response:** No

**Comments:** No, employees are not trained in proper use of mechanical means to clean any broken contaminated glassware.

**Action Plan:** Measures should be taken to train in the use of proper mechanical means to clean any broken contaminated glassware.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.12 Are the contaminated laundry handled with minimal agitation at the location where it was used?

**Module:** Housekeeping

**Response:** No

**Comments:** No, the contaminated laundry is not handled with minimal agitation at the location where it was used.

**Action Plan:** Measures should be taken to ensure that the contaminated laundry is handled with minimal agitation at the location where it was used.

**Laundering will be performed by:**

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.13 Are alternative gloves made available for those housekeeping staff who have latex allergy?

**Module:** Housekeeping

**Response:** No

**Comments:** No, housekeeping staff are not trained to avoid latex allergy from wearing latex gloves during housekeeping process.

**Action Plan:** Measures should be taken to train housekeeping staffs to avoid latex allergy from the gloves worn during housekeeping process. Attached document can be used for this purpose.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.14 Is Hepatitis B vaccine and vaccination series provided to all employees by the employer?

**Module:** HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up

**Response:** No

**Comments:** No, Hepatitis B vaccine and vaccination series is not provided to all employees by the employer.

**Action Plan:** Measures should be taken to provide Hepatitis B vaccine and vaccination series to all employees in accordance to the OSHA standards. Attached CDC guidelines can be referenced for this purpose.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

**4.15 For new employees, do you require serologic testing to document hepatitis B vaccination from another place of employment?**

**Module:** HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up

**Response:** No

**Comments:** Serologic testing is a prerequisite for receiving hepatitis B vaccination.

**Action Plan:** Policy should be changed to offer Hepatitis B Vaccine without any prescreening.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

**4.16 If a routine booster dose of hepatitis B vaccine is needed for employees at future date, is it provided?**

**Module:** HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up

**Response:** No

**Comments:** No, If a routine booster dose of hepatitis B vaccine is needed for employees at future date, it is not provided in accordance to OSHA regulations.

**Action Plan:** Measures must be taken to provide booster dose of hepatitis B vaccine in accordance to OSHA regulations.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

**4.17 In the event of an exposure incident, if the employee consents only to baseline blood collection and not for HIV testing, is there a mechanism in place to preserve the blood sample for 90 days?**

**Module:** HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up

**Response:** No

**Comments:** No, In the event of an exposure incident, if the employee consents only to baseline blood collection and not for HIV testing, there is no mechanism in place to preserve the blood sample for 90 days.

**Action Plan:** Measures should be taken to preserve blood for 90 days if employee doesn't consent for HIV testing.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.18 Are employees OSHA training log maintained and records kept for 3 years of the training?

**Module:** Record Keeping, Reporting and Administrative

**Response:** No

**Comments:** No, training logs are not kept in accordance to the regulations.

**Action Plan:** Employees should be trained in OSHA atleast annually and the logs should be maintained with the following details:

1. Date of training
2. Content of the training
3. Name and the qualification of the trainer
4. Name and the job title of the employees attending the training session.

Attached sample training log template can be used. <Log should be uploaded here after it's created>

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.19 Are the employees medical records and training logs maintained current and can they be made available to auditors upon request?

**Module:** Record Keeping, Reporting and Administrative

**Response:** No

**Comments:** No, employees medical records and training logs are not provided to auditors upon request with the consent of the employee and/or their representative.

**Action Plan:** Employees medical records and training logs should be maintained and should be made available to auditors upon request. A person should be assigned to maintain the log current and updated.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.20 In the event of ownership transfer or business closure, Will the employer maintain and transfer the records in accordance to the regulations?

**Module:** Record Keeping, Reporting and Administrative

**Response:** No

**Comments:** No, In the event of ownership transfer, there is no procedure in place to ,transfer the records to the new owner.

**Action Plan:** Measures must be taken to transfer the employee records to the new owner, in the event of business transfer.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19



**4.21 Does your organization has effective administrative measures to control TB exposure?**

**Module:** Tuberculosis Exposure and Respiratory Protection

**Response:** No

**Comments:** No, we don't have administrative control procedure in place to control TB infection.

**Action Plan:** Measures should be taken to review and update the administrative procedures to reduce TB infection.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

**4.22 Does your organization follow environmental controls to lower the risk of TB exposure?**

**Module:** Tuberculosis Exposure and Respiratory Protection

**Response:** No

**Comments:** No, we don't have an effective environmental controls to lower the risk of TB exposure.

**Action Plan:** Measures should be taken to review and update environmental controls to lower the risk of TB exposure.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

**4.23 In case of TB infection case, Does the administrator obtain medical and epidemiologic consultation from state and local health departments?**

**Module:** Tuberculosis Exposure and Respiratory Protection

**Response:** No

**Comments:** No, we don't have a procedure in place to work with our state and local health departments in case of a suspected or confirmed TB disease.

**Action Plan:** Measures should be taken to identify the local and state health departments to work with in case of a suspected or confirmed TB disease.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.24 Is electrical equipment free from recognized hazards?

**Module:** Electrical Standards

**Response:** No

**Comments:** No, electrical equipment should be checked for hazards.

**Action Plan:** Measures should be taken to check the electrical equipment for hazards.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.25 Is electrical service near sources of water properly grounded?

**Module:** Electrical Standards

**Response:** No

**Comments:** No, electrical service near sources of water is not properly grounded.

**Action Plan:** Measures should be taken to properly ground all electrical service near sources of water.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.26 Does your practice have a minimum of 2 exits required by OSHA standards?

**Module:** Exit Routes, Emergency Action Plans, and Fire Prevention Plans

**Response:** No

**Comments:** No, we don't have enough exits to meet the OSHA Standards.

**Action Plan:** Measures should be taken to maintain exits as per OSHA standards. A map with facility floor plan along with Exits and exit route it should be created and attached.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.27 Are the exit routes' operational features, maintenance and safeguarding meet the OSHA standards?

**Module:** Exit Routes, Emergency Action Plans, and Fire Prevention Plans

**Response:** No

**Comments:** No, the exit routes are not maintained and safeguarded as per OSHA requirements.

**Action Plan:** Measures should be taken to maintain exit routes as per OSHA requirements.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.28 Do you have employee alarm system that is tested and maintained per OSHA standards?

**Module:** Exit Routes, Emergency Action Plans, and Fire Prevention Plans

**Response:** No

**Comments:** We have more than 10 staff members and we don't have an employee alarm system.

**Action Plan:** Measures should be taken to install, maintain and test an employee alarm system. The attached checklist can be used for this purpose. After installation, supporting documents should be uploaded to the toolkit.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.29 Do you have portable fire extinguisher in your workplace? If so, Are the employees trained in proper use it?

**Module:** Exit Routes, Emergency Action Plans, and Fire Prevention Plans

**Response:** No

**Comments:** We have a fire extinguisher in our facility. But we don't have records of inspection, testing, and maintenance of it.

**Action Plan:** Measures should be taken to update the FPP and EAP with designated employees who are trained to handle fire extinguishers. The records of training, inspection, maintenance, and testing should be uploaded to the toolkit.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.30 Does your organization has written Violence Prevention Programs?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, we don't have a written Violence Prevention Programs.

**Action Plan:** Attached sample template can be used to create a written Violence Prevention Programs.

**Effective Date of the Program**

**Workplace Violence Prevention Plan Program Administrator**

**Frequency of evaluation**

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.31 As part of your hiring procedure, Do you run background check of the hiring employee?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, we don't have the procedure in place to do background checks.

**Action Plan:** Measures must be taken to do background checks for all current and new hires. EHR 2.0's background check services can be used for this purpose.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.32 Do you periodically identify and assess the workplace violence risk factors involving patient, client and setting-related?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, we don't periodically evaluate risk factors involving patient, client and setting-related.

**Action Plan:** Measures should be taken to assess violence risk factors involving patient, client and setting-related.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.33 Do you periodically evaluate workplace violence related to organizational risk factors?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, We don't periodically evaluate workplace violence related to organizational risk factors.

**Action Plan:** Measures should be taken to periodically evaluate workplace violence related to organizational risk factors and take measures to mitigate the identified risks.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.34 Are employees free to report violence and related incidents to the management without fear?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, we don't have a platform for employees to share their opinion with management.

**Action Plan:** Measures should be taken to improve employee-management communication to reduce the risk of violence in the workplace.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.35 Are the staff provided with safety and health training specific to their area of work?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, all staff members are not provided with safety and health training specific to their area of work.

**Action Plan:** Measures should be taken to provide staff members with safety and health training specific to their area of work every "X" year(s) by a OSHA subject matter expert.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

#### 4.36 Does all your employees know their workers rights?

**Module:** Workplace Violence and Worker's Rights

**Response:** No

**Comments:** No, all employees do not know their worker's rights.

**Action Plan:** Measures should be taken to train all employees on their worker's rights and a copy of the OSHA's workers rights should be made available.

**Status:** In Progress

**Priority:** High

**Target Date for Completion:** 2020-09-19

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## 5 Managed or Not Present Risks

Problems that have been managed or are not present in your organization.

### 5.1 Engineering and Work Practice Controls

**5.1.1 Are hand washing facilities or antiseptic hand cleansers reasonably accessible to all employees?**

**Response:** Yes

**Comments:** Yes, hand washing facilities and/or antiseptic hand cleansers are reasonably accessible to all employees.

**5.1.2 Are the containers used for storing and transporting contaminated sharps, puncture resistant, labeled or color-coded or marked BIO HAZARD, and leak proof on the sides and bottom?**

**Enter the inspection frequency:**

**Response:** Not applicable

**Comments:** Not applicable

## 5.2 Personal Protective Equipment

**5.2.1 Are disposable gloves disposed after single use or if their ability to function as a barrier is compromised?**

**Response:** Yes

**Comments:** Yes, Single use disposable gloves are worn and disposed of as per the regulations.

**5.2.2 Are the reusable utility gloves decontaminated prior to re-use or discarded if their ability to function as a barrier is compromised?**

**Response:** Yes

**Comments:** Yes, Utility gloves are decontaminated prior to re-use or discarded if their ability to function as a barrier is compromised.

**5.2.3 Are employees provided with surgical caps or shoe covers when appropriate?**

**Response:** Yes

**Comments:** Yes, employees provided with surgical caps or shoe covers when appropriate and trained in it's usage and disposal.

**5.2.4 Are Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives provided to those employees who are allergic to the gloves normally provided?**

**Response:** No

**Comments:** No, Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are not provided to those employees who are allergic to the gloves normally provided.

## 5.3 Housekeeping

**5.3.1 Do you have a written schedule and procedure for cleaning contaminated area on a regular basis?**

**Response:** Yes

**Comments:** Yes, there is a written schedule and procedure for cleaning contaminated area on a regular basis.

**5.3.2 Are disinfectants used in accordance to EPA-approved label instructions?**

**Response:** Yes

**Comments:** Yes, disinfectants are used in accordance with EPA-approved label instructions.

**5.3.3 Are all equipment and surfaces decontaminated after contact with blood or potential infectious materials?**

**Response:** Yes

**Comments:** Yes, all equipment and surfaces are decontaminated after contact with blood or potentially infectious materials.

**5.3.4 If unable to be decontaminated, is it labeled and does it specify which portions of the equipment remain contaminated?**

**Response:** Yes

**Comments:** Yes, proper labeling guidelines are followed if decontamination if not feasible.

**5.3.5 Is protective coverings removed and replaced after they become contaminated?**

**Response:** Yes

**Comments:** Yes, there is written procedure and proper training to remove and replace protective coverings after they become contaminated and or at end of work shift.

**5.3.6 While transporting contaminated laundry bags, are they labeled or color-coded according to the regulations?**

**Response:** Not applicable

**Comments:** Not applicable

**5.3.7 Do you have proper procedures to handle contaminated sharps and containers?**

**The procedure for handling sharps disposal containers is:**

**Sharps disposal containers are located at:**

**Response:** Not applicable

**Comments:** Not applicable



**5.3.8 Are all possible measures to avoid slips, trips and fall implemented?**

**Response:** Yes

**Comments:** Yes, All possible measures to avoid Slips, Trips and Fall are implemented.

**5.4 HIV, HCV, HBV Prevention and Post-exposure Evaluation and Follow-up**

**5.4.1 In the event of an exposure incident, is route(s) of exposure, and the circumstance under which the exposure incident occurred documented?**

**Response:** Yes

**Comments:** Yes, In the event of an exposure incident, route(s) of exposure, and the circumstance under which the exposure incident occurred is documented.

**5.4.2 In the event of an exposure incident, is post-exposure evaluation and follow-up provided to the affected employees?**

**Response:** Yes

**Comments:** Yes, In the event of an exposure incident, there is post-exposure evaluation and follow-up provided to all employees

**5.4.3 Under certain circumstance, after an exposure incident, does your employer provide post-exposure prophylaxis for HIV to exposed healthcare worker?**

**Response:** Yes

**Comments:** Yes, post-exposure evaluation and follow-up, including prophylaxis, provided at no cost to the employee and at a reasonable time and place.

**5.4.4 After an exposure incident, Will the exposed employee have a confidential medical evaluation and follow-up to check for the risk of HCV infection?**

**Response:** Yes

**Comments:** Yes, Exposed individual is evaluated for the risk of HCV.

**5.4.5 Following an exposure incident, if the source individual does not give consent to have a blood test done, is it recorded?**

**Response:** Not applicable

**Comments:** This is not applicable.

## 5.5 Record Keeping, Reporting and Administrative

### 5.5.1 Is your organization exempt from record keeping?

**Response:** Yes

**Comments:** Yes, we are exempt from recording keeping and reporting.

### 5.5.2 Do You maintain accurate records for each employee with occupational exposure?

Job Title (Ex: Housekeeper)	Department/Location(Ex:Environ: Services )	Tasks/Procedure(Ex:Handling Regulated Waste )
Nurse 1	Exam Room 4-7	Regulated Waste
Nurse 2	Exam Room 11-14	Sanitize

**Enter the name of the Record Keeping Administrator:**

**Enter the contact phone number of the Record Keeping Administrator:**

**Response:**

### 5.5.3 Are you familiar with Incident reporting criteria?

**Response:** Yes

**Comments:** Yes, we are familiar with incident reporting criteria. <Name> is responsible for reporting in our office. Upload previous years logs here.

## 5.6 Tuberculosis Exposure and Respiratory Protection

### 5.6.1 In case of a respirator use, Are OSHA's respiratory standards followed?

**Response:** No

**Comments:** Respiratory standards are yet to be in place.

## 5.7 Electrical Standards

### 5.7.1 Are all damaged receptacles and portable electrical equipment tagged out and removed from service?

**Response:** Not applicable

**Comments:** Not applicable

**5.7.2 Are damaged receptacles and portable electrical equipment repaired before being placed back into service?**

**Response:** Not applicable

**Comments:** Not applicable.

## **5.8 Exit Routes, Emergency Action Plans, and Fire Prevention Plans**

**5.8.1 Does your exits meet OSHA Standard?**

**Response:** Yes

**Comments:** Yes, our Exits meet OSHA standards.

**5.8.2 Are your exit routes as per OSHA design and construction requirements?**

**Response:** Yes

**Comments:** Yes, we have "X" exits and all our exit routes meet the OSHA requirements.

## **5.9 Workplace Violence and Worker's Rights**

**5.9.1 Is your management committed to violence against employees in the workplace?**

**Response:** Yes

**Comments:** Yes, our management is committed to preventing violence against employees in the workplace.

**5.9.2 Does your practice conduct patient survey to improve workplace violence?**

**Response:** Yes

**Comments:** Yes, our practice conducts the patient survey and takes input from patients to improve workplace violence.

**5.9.3 Does your practice conduct walk through assessment of all facility areas including exterior building areas?**

**Response:** Yes

**Comments:** Yes, we periodically conduct the walk-through assessment of all facility areas including exterior building areas and discuss mitigation steps of identified risks in our management-staff meetings.

## 5.10 GHS for Labeling of Chemicals and Hazard Communication of Infectious Materials

5.10.1 Does your organization have a designated a hazard communications (Haz-Com) Officer or an Infection Control Officer (ICO)?

**Response:** Yes

**Comments:** Yes, <Person-in charge NAME> is responsible for implementing and maintaining the Exposure Control Plan in our organization

5.10.2 Does your written hazard communication program include Safety Data Sheets, labeling and employee training?

**Response:** Yes

**Comments:** Yes, our written hazard communication program include Safety Data Sheets, labeling and employee training.

5.10.3 Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning communication of the specific health hazards and physical hazards?

**Response:** Yes

**Comments:** Yes, each container of hazardous substance (i.e., vats, bottles, storage tanks, etc.) is labeled with product identity and a hazard warning communication of the specific health hazards and physical hazards.

5.10.4 In case of an incident, is there a proper medical service and first aid provided to the affected employee?

**Response:** Yes

**Comments:** First Aid supply is located in < Location> and <Name> is the person trained to provide immediate assistance.

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## 6 Unidentified Risks

Risks that have not been identified yet due to question not being answered.

## **6.1 Record Keeping, Reporting and Administrative**

**6.1.1 Does your practice maintain Sharps Injury log?**

## **6.2 Tuberculosis Exposure and Respiratory Protection**

**6.2.1 Does your organization have written TB exposure control plan?**

## **6.3 Ionizing Radiation**

**6.3.1 Are the employees working with ionizing radiations aware of OSHA standards on Ionizing radiations?**

**6.3.2 Is there a procedure in place to regularly evaluate radiation hazard in the radiation area and conduct a walk through?**

**6.3.3 Are employees provided with appropriate personal monitoring equipment to regularly monitor and evaluate the radiation exposure?**

**6.3.4 Do you have procedures for keeping records of employees radiation exposure, radiation incident reporting and furnish former employees with radiation report when requested?**

**6.3.5 Is there an appropriate caution signs placed in radiation areas and on containers used for radioactive materials?**

**6.3.6** In the event of a radiation exposure incident, do you follow OSHA’s requirement of reporting the radiation exposure?

#### **6.4 GHS for Labeling of Chemicals and Hazard Communication of Infectious Materials**

**6.4.1** Is there a list of hazardous substances used in your workplace and an SDS readily available for each hazardous substance used?

#### **6.5 Exit Routes, Emergency Action Plans, and Fire Prevention Plans**

**6.5.1** Do you have a written Emergency Action Plan per OSHA requirements and are the employees trained in that?

**6.5.2** Do you have a written Fire Prevention plan per OSHA requirements and are the employees trained in that?

#### **6.6 Guidance to Seasonal, Avian and Pandemic Influenza outbreak**

**6.6.1** Are all employees encouraged to get vaccinated yearly?

**6.6.2** Do you take necessary steps to reduce the transmission of the seasonal flu virus to employees?

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*DISCLAIMER - Information provided by Your Organisation Name for this assessment was not independently verified by Databrackets; Your Organisation Name has provided details about their operation to the best of their knowledge. These reports and recommendations are for evaluation purposes only and not intended to be construed as legal advice. Your Organisation Name is advised to consult with attorneys in connection with any fact-specific situation under federal law and the applicable state or local laws that may impose additional obligations on the company and/or its personnel.*