

Ergonomics Plan - Written, Customized & Current

Work stations and tools are ergonomically designed				
Employees are trained on Cumulative Trauma Disorders (CTD) safety				
Employees are trained on Repetitive Motion Injuries (RMI) safety				
Employees are trained on Video Display Terminal (VDT) safety to relax strained muscles and eyes				
Employees are trained to inform management of tasks or positions that may cause a CTD or RMI				

Emergency Response Plan - Written, Customized & Current

All exits are marked and directional signs are posted				
All non-exits are marked (passageways, rooms, etc)				
All exits and passageways are clear of all obstructions or impediments				
There is a diagram posted showing exits, assembly area and emergency equipment order and has current inspection tags				
Employees are trained in emergency communications and evacuation procedures				
Employees are trained on assembly area location and procedures				
Employees are trained on the use of: First Aid kit, eyewash, drench shower, medical emergency kit, fire extinguisher				
Eye wash stations are available, in good working order and connected properly (NOT connected to the hot water)				
First Aid kit is available and stocked with current supplies				
An Emergency Medical kit is available and stocked with current supplies				
Employees are trained for natural disasters, (earthquake, weather, etc.)				
Employees are trained for civil disturbance and office violence				
Employees are trained on accident procedures				
A First Aid provider is designated				

Hazard Communication Plan - Written, Customized & Current

There is a current list of hazardous substances in the workplace				
There is a current MSDS for each substance				
The MSDSs are filed in an easy to find system such as alphabetically and in a marked drawer or binder that is readily available				
Employees are trained on how to read a MSDS				
Signs are posted warning of hazards, (X-Ray, chemicals, lasers, cell phone use, restricted clearance, heat producing equipment, etc.)				

Training

All Employees have had initial comprehensive OSHA training				
OSHA training is conducted annually for all employees				
Safety meetings are conducted regularly and documented				
Safety meeting documentation is kept on file for the specified time				

**Exposure Control Plan (Bloodborne Pathogens) -
Written, Customized & Current**

Exposure determinations have been made for each position or task
 Work practice controls and engineered controls are implemented to reduce possible exposure
 Hepatitis B vaccinations are made available to "at risk" employees at no cost to the employee
 There is a program and procedure for reporting an exposure incident

There is a designated facility that is equipped to handle exposure incidents
 Employees are trained on the proper use of disinfectants and sterilization equipment
 Employees have access to their exposure medical records
 Employees are trained in epidemiology, modes of transportation and prevention of Hepatitis B virus (HBV), Hepatitis C virus (HCV, Human Immune Virus (HIV) and Tuberculosis (TB)
 Storage & eating of human food are separate from lab supplies, biologicals or toxic materials
 Human food and biologicals/lab supplies are in separate refrigerators

Medical Waste Disposal Plan - Written, Customized & Current

Employees are trained on the proper management of all regulated waste
 Containers for regulated waste (Red Bag) are provided
 Containers for pharmaceuticals are provided
 Containers for Sharps are provided
 There is a system to dispose of regulated medical waste
