

# OSHA Guide for Health Care Facilities

## Volume One

### Table of Contents

### How to Use This Service

### Newsletters

### TAB 100 Introduction and Overview

- ¶100 Executive Summary
- ¶110 Occupational Safety and Health Administration
- ¶120 Relationship Between Federal OSHA and State Agencies
- ¶130 Relationship Between Federal OSHA and Other Federal Agencies
- ¶140 The Making of a Standard

### TAB 200 Hazard Communication

- ¶200 Executive Summary
- ¶210 Scope and Intent
  - ¶211 Transition to GHS
- ¶220 The Hazard Communication Program
  - Practice Tool: Impact of GHS Alignment on Written Program*
- ¶230 Defining a Hazardous Chemical
  - Practice Tool: GHS Hazard Classes and Proposed Definitions*
  - ¶231 Drugs
  - ¶232 Medical Equipment
  - ¶233 Consumer Products
  - ¶234 Parties Making the Hazardous Chemical Determination
- ¶240 Material Safety Data Sheets (MSDSs)
  - ¶241 Required Information Elements
    - Practice Tool: SDSs to Follow Standardized Format*
  - ¶242 When and From Whom an MSDS Must Be Received
  - ¶243 Availability of MSDSs to Employees

## Table of Contents

- ¶250 Container Labels
  - ¶251 Required Label Information
    - Practice Tool: Standardized Elements for Container Labels*
  - ¶252 Labeling Hazardous Chemicals
- ¶260 Employee Training
  - ¶261 Requirements of the Training Program
    - Practice Tool: HazCom Training to Cover SDSs, Shipping and In-house Labels*
  - ¶262 Timing of Training
  - ¶263 Targeting Employees in Need of Training
  - ¶264 Hazardous Chemicals and Eyewash Stations, Showers
- ¶270 Hazard Communication for Laboratories
  - ¶271 Requirements Unique to Laboratories
  - ¶272 Monitoring Employees
  - ¶273 Necessary Elements of the Chemical Hygiene Plan
  - ¶274 Employee Training
  - ¶275 Suggested Basic Procedures

### Additional Practice Tools

- Appendix A — Sample Written Hazard Communication Plan
- Appendix B — Hazard Communication Compliance Checklist
- Appendix C — Minimum Information for an SDS
- Appendix D — Sample Training Evaluation Checklist

## TAB 300 Medical Equipment

- ¶300 Executive Summary
- ¶310 Hazards Associated with Ethylene Oxide
  - ¶311 Exposure Limits and Monitoring
    - Practice Tool: Actions Triggered by Air Sample Monitoring Results*
  - ¶312 Controlling Employee Exposure
    - Practice Tool: Preventing Exposure to EtO: OSHA eTool Information*
  - ¶313 Emergencies and Accidental Releases
  - ¶314 Use of Respirators
  - ¶315 Medical Surveillance
- ¶320 Hazards Associated with Formaldehyde
  - ¶321 Exposure Limits and Monitoring
  - ¶322 Regulated Areas
  - ¶323 Controlling Employee Exposure
    - Practice Tool: Selecting an Appropriate Respirator*

- ¶324 Medical Surveillance
- ¶325 Medical Removal
- ¶326 Hazard Communication
  - Practice Tool: Proposed Changes to Hazard Signs and Labels*
- ¶327 Worker Training
- ¶328 Recordkeeping
- ¶330 Waste Anesthetic Gases
  - ¶331 Minimizing Worker Exposure
    - Practice Tool: Exposure Limits for Waste Anesthetic Gases*
    - Practice Tool: Sample Checkout Checklist*
- ¶340 Equipment Maintenance
  - ¶341 Lockout and Tagout Procedures
    - Practice Tool: OSHA Lockout/Tagout Compliance Checklist*
- ¶350 Electrical Safety
  - Practice Tool: Disinfecting Electronic Medical Equipment*
- ¶360 Miscellaneous Hazards
  - ¶361 Hazards Associated with Glutaraldehyde
- ¶370 Medical Applications of Radiation
  - ¶371 Classification and Regulation of Radiation
  - ¶372 Ionizing Radiation
  - ¶373 Radiation Surveys and Employee Monitoring
  - ¶374 Warnings
  - ¶375 Protective Equipment and Practices
    - Practice Tool: Preventing Tuberculosis Exposure in Radiology*
  - ¶376 Radiation Control Areas
  - ¶377 Non-Ionizing Radiation
- ¶380 Medical Use of Lasers
  - ¶381 The Laser Safety Officer
  - ¶382 Protective Equipment and Control Measures
  - ¶383 Laser Plume
    - Practice Tool: Reducing Exposure to Surgical Smoke: AORN Recommendations*
  - ¶384 Medical Surveillance
  - ¶385 Fire Hazards

## Table of Contents

### TAB 400 Safety Controls for Medications

- ¶400 Executive Summary
- ¶410 Hazardous Drugs (HDs), Including Cytotoxic Drugs (CDs)
  - ¶411 Identifying Hazardous Drugs
  - ¶412 Nature and Extent of Risk
  - ¶413 Opportunities for Exposure
  - ¶414 Hazardous Drug Safety and Health Plan
  - ¶415 Preparation
  - ¶416 Drug Administration
  - ¶417 Spill Procedures
  - ¶418 Storage
  - ¶419 Medical Surveillance
- ¶420 Hazardous Drugs in Veterinary Settings
  - ¶421 Opportunities for Exposure
  - ¶422 Policies, Procedures and Training
  - ¶423 Preparation and Administration
    - Practice Tool: Safe Handling of Micodil 300*
  - ¶424 Waste Cleanup and Disposal
  - ¶425 Medical Surveillance
- ¶430 Other Hazardous Substances
  - ¶431 Ribavirin
  - ¶432 Methyl Methacrylate
- ¶440 Personal Protective Equipment
  - ¶441 Gloves, Eye and Face Protection
  - ¶442 Respiratory Protection
  - ¶443 Gowns and Other PPE
  - ¶444 Disposal

### TAB 500 Infection Control and Medical Waste

- ¶500 Executive Summary
- ¶510 Bloodborne Pathogens
  - ¶511 Exposure Control
  - ¶512 Methods of Compliance
    - Practice Tool: Surgical Instruments: Use of Blunt-tip Suture Needles*
  - ¶513 Communicating Hazards to Employees
  - ¶514 Post-exposure Follow-up, Hepatitis B and Hepatitis C

- ¶515 HIV and HBV Laboratories and Production Facilities
- ¶516 Recordkeeping
  - Practice Tool: Sample Sharps Injury Log*
- ¶517 Questions & Answers: OSHA Interpretation of Issues Related to the Blood-borne Pathogens Standard
- ¶520 Infectious Tuberculosis
  - ¶521 Exposure
  - ¶522 Abatement Methods
  - ¶523 Respiratory Protection
  - ¶524 Accident Prevention Signs and Tags
  - ¶525 Employee Exposure Records
  - ¶526 Ultraviolet Germicidal Irradiation (UGVI)
    - Practice Tool: Common Problems With UVGI Systems*
  - ¶527 Frequently Asked Questions
- ¶530 Severe Acute Respiratory Syndrome (SARS)
  - ¶531 Symptoms and Indications
  - ¶532 Transmission
  - ¶533 Isolation Precautions and Personal Protective Equipment
- ¶540 Respiratory Protection
  - ¶541 Written Program Elements
    - Practice Tool: Physical Forms of Respiratory Hazards*
  - ¶542 Program Administrator
  - ¶543 Respirator Selection
  - ¶544 APFs and MUCs
    - Practice Tool: Assigned Protection Factors*
  - ¶545 Medical Evaluation and Determination
    - Practice Tool: Voluntary Users*
  - ¶546 Fit Testing and Use of Respirators
    - Practice Tool: User Seal Checks*
  - ¶547 Maintenance and Care
  - ¶548 Training and Recordkeeping
  - ¶549 California Aerosol Transmissible Disease Standard
- ¶550 Influenza
  - ¶551 Seasonal Influenza
  - ¶552 Pandemic Influenza
    - Practice Tool: Occupational Risk Pyramid for Pandemic Influenza*
    - Practice Tool: Proposed Guidance on Stockpiling Respirators and Facemasks*
    - Practice Tool: Settings and Strategies for Antiviral Drug Use During an Influenza Pandemic*

## Table of Contents

¶553	Avian Influenza	
	<i>Practice Tool: How Does Human Influenza Virus Differ From Avian Flu?</i>	
¶560	Bioterrorism	
¶561	Agents of Bioterrorism	
	<i>Practice Tool: Are Hospitals Ready for Bioterrorism?</i>	
	<i>Practice Tool: Patient Decontamination After a Bioterrorism Event</i>	
¶570	Medical Waste	
¶571	Medical Waste Storage	
¶572	Medical Waste Decontamination	
¶580	Emergency Response Requirements	
¶581	Internal Releases of Hazardous Substances	
¶582	Community-Wide Emergency Response	
¶583	RCRA-Permitted Treatment, Storage, and Disposal Facilities	
¶590	Onsite Laundry Operations	
¶591	Contaminated Laundry	
	<i>Practice Tool: OSHA Interpretation: Laundry Issues in Medical and Dental Offices</i>	
¶593	Chemical Exposure	
¶595	Ergonomic Hazards	
¶597	Other Hazards	
Additional Practice Tools		
	Appendix A — Model Exposure Control Plan for the Bloodborne Pathogens Standard	
	Appendix B — Engineering Control Evaluation Forms for the Bloodborne Pathogens Standard	
	Appendix C — Resources for Selecting and Evaluating Safer Medical Devices	
	Appendix D — Designing, Implementing and Evaluating a Sharps Injury Prevention Program	
	Appendix E — HHS Hospital Preparedness Checklist for Pandemic Influenza	
	Appendix F — Respiratory Protection Program Compliance Checklists	
	Appendix G — Medical Evaluation Questionnaire for Respirator Use	

## TAB 600 Reproductive Hazards

¶600	Executive Summary
¶610	Fetal Protection Policies
¶620	Guidelines and Regulations

- ¶630 Commonly Found Hazards
  - ¶631 Blood and Body Fluids
  - ¶632 Ethylene Oxide (EtO)
  - ¶633 Waste Anesthetic Gases
  - ¶634 Antineoplastic Drugs
  - ¶635 Methyl Methacrylate
  - ¶636 Other Chemicals
  - ¶637 Other Dangers

## **TAB 700 Ergonomic Hazards**

- ¶700 Executive Summary
- ¶710 Definitions
- ¶720 Musculoskeletal Disorders
  - ¶721 Types of Disorders
  - ¶722 Back Disorders
  - ¶723 Carpal Tunnel Syndrome
- ¶730 Ergonomic Hazards and OSHA Enforcement
  - ¶731 Key Cases, Lessons for Health Care Employers
  - ¶732 OSHA’s Special Emphasis Programs
- ¶740 Voluntary Guidelines for Nursing Homes
  - ¶741 Systematic Process
  - ¶742 Resident Lifting and Repositioning
  - ¶743 Other Activities
  - ¶744 Laundry
  - ¶745 Training and Evaluation
  - ¶746 A Nursing Home Case Study
- ¶750 Elements of Ergonomics Programs
  - ¶751 Management Commitment and Employee Involvement
  - ¶752 Work Site Analysis
  - ¶753 Accident and Record Analysis
  - ¶754 Hazard Prevention and Control
  - ¶755 Medical Management Program
  - ¶756 Training and Education
    - Practice Tool: Safety Huddles: Learning From Shared Experience*

## Table of Contents

- ¶760 Setting-specific Recommendations
  - ¶761 Acute Care
    - Practice Tool: Differences Between Acute-care and Long-term Care Settings*
  - ¶762 Home Health
    - Practice Tool: NIOSH Recommendations for Employers and Employees*
  - ¶763 Bariatric
- ¶770 State Laws and Regulations
  - ¶771 Texas
  - ¶772 California
  - ¶773 Washington
  - ¶774 Minnesota
  - ¶775 New Jersey
  - ¶776 Illinois
  - ¶777 Maryland
  - ¶778 Rhode Island

### Additional Practice Tools

Appendix A — Patient-handling Devices by Hospital Department

## TAB 800 Workplace Stress and Violence

- ¶800 Executive Summary
- ¶810 Confronting Violence in the Workplace
  - ¶811 Types of Workplace Violence
    - Practice Tool: Preventing Targeted Violence*
  - ¶812 Joint Commission Alerts
    - Practice Tool: Joint Commission Recommendations for Preventing Assault, Rape and Homicide*
  - ¶813 Security Guards
- ¶820 OSHA Workplace Violence Guidelines
  - ¶821 Written Plan, Goals and Objectives
  - ¶822 Program Elements
  - ¶823 Engineering and Work Practice Controls
    - Practice Tool: Preventing Violence in Psychiatric Settings*
  - ¶824 Employee Training
    - Practice Tool: Preventing Violence in Home Health*
  - ¶825 Recordkeeping
  - ¶826 Pharmacy Settings

- ¶830 Workplace Stress
  - ¶831 Causes of Workplace Stress
  - ¶832 Adverse Health Effects
  - ¶833 Reducing Stress
  - ¶834 Psychological Counseling and Employee Assistance Programs
- ¶840 Legal Issues
  - ¶841 Workers' Compensation
  - ¶842 Claims Based on Workplace Violence
  - ¶843 Negligence Claims
  - ¶844 Federal and State Discrimination Law Claims
  - ¶845 Polygraph Tests and Psychological Tests
  - ¶846 Criminal Statutes and Prosecuting Offenders
  - ¶847 Employer and Employee Dispute Resolution Programs

## **TAB 900 Recordkeeping**

- ¶900 Executive Summary
- ¶910 Basic Requirements for Recording Injuries and Illnesses
  - ¶911 Determining Whether an Illness or Injury Occurred
  - ¶912 Determining Whether an Illness or Injury is Work-Related
  - ¶913 General Recording Criteria and Special Cases
  - ¶914 Recording Exposures to Bloodborne Pathogens
  - ¶915 Reporting Fatalities and Multiple Hospitalizations
  - ¶916 OSHA Recordkeeping for Federal Agencies
- ¶920 OSHA Forms 300, 301 and 300A
- ¶930 Injury and Illness Recordkeeping by 'Establishment'
- ¶940 Retaining and Posting Injury and Illness Records
- ¶950 Reporting Obligations, Access to Records
- ¶960 Recordkeeping Violations and OSHA Penalties
- ¶970 Employee Exposure and Medical Records
  - ¶971 Retention of Employee Exposure and Medical Records
  - ¶972 Employee Access to Exposure and Medical Records
  - ¶973 OSHA Access to Exposure and Medical Records
  - ¶974 Q&A Concerning Employee Exposure and Medical Records
- ¶980 Trade Secrets in Employee Records
- ¶990 Training Records

## Table of Contents

### **TAB 1000 Safety and Health Committees and Self-Audits**

- ¶1000 Executive Summary
- ¶1010 Laws Requiring Committees
  - ¶1011 Joint Commission Expectations
- ¶1020 Possible Legal Problems for Committees
  - ¶1021 How to Set up Safety and Health Committees
  - ¶1022 Typical Committees in Health Care Facilities
- ¶1030 Self-Audits
  - ¶1031 Document Control and Disclosure
  - ¶1032 Employee Participation in Self-Audits

### **TAB 1100 OSHA Inspections**

- ¶1100 Executive Summary
- ¶1110 Inspection Triggers
  - ¶1111 Complaint Investigations
    - Practice Tool: Complaint Criteria Warranting an Inspection*
  - ¶1112 Site-Specific Targeting Program
- ¶1120 Health and Safety Inspections
  - ¶1121 Managing an OSHA Inspection
- ¶1130 Entry to the Workplace
- ¶1140 The Inspection
  - ¶1141 Opening Conference
  - ¶1142 Records Review
  - ¶1143 Safety and Health Program
  - ¶1144 Employee Interviews
  - ¶1145 Walkaround Inspections
  - ¶1146 Walkarounds During Health Inspections
  - ¶1147 Sampling
  - ¶1148 Closing Conference
- ¶1150 Interagency Cooperation

### **TAB 1200 Employer Rights and OSHA Enforcement**

- ¶1200 Executive Summary

- ¶1210 OSH Act Violations
  - ¶1211 Establishing a Violation
  - ¶1212 Degree of Hazard
  - ¶1213 Employer Responsibility
    - Practice Tool: Penalties for Criminal Willful Violations*
    - Practice Tool: Sample Abatement Certification Letter*
  - ¶1214 Frequently Cited Standards
    - Practice Tool: FY09 Inspections by Setting*
    - Practice Tool: Top 10 Citations in Hospitals*
    - Practice Tool: Top 10 Citations in Nursing Facilities*
    - Practice Tool: Top 5 Citations in Medical Offices*
    - Practice Tool: Top 5 Citations in Dental Offices*
    - Practice Tool: Top 5 Citations in Medical and Dental Laboratories*
  
- ¶1220 Penalties
  - ¶1221 Civil Enforcement
    - Practice Tool: Notice and Recordkeeping: Base Penalties*
    - Practice Tool: Gravity-based Penalty Scale for Serious Violations*
    - Practice Tool: Penalties for Serious Willful Violations*
  - ¶1222 Policy Considerations
  - ¶1223 Criminal Enforcement
  
- ¶1230 Employer Rights and Responsibilities
  - ¶1231 Citation and Notification of Penalty
  - ¶1232 Employer Contest Procedure
    - Practice Tool: Sample Contest Letter*
    - Practice Tool: What to Discuss During the Informal Conference*
  - ¶1233 Settlement Agreements
  - ¶1234 The Litigation Process
  - ¶1235 Affirmative Defenses
  - ¶1236 Employee and Union Involvement
    - Practice Tool: HIPAA and OSHA Whistleblower Complaints*
  - ¶1237 Simplified Proceedings
  
- ¶1240 The Appeals Process
  - ¶1241 Standing to Appeal
  - ¶1242 Interpretations of the OSH Act and Regulations
  
- ¶1250 Variances

## Table of Contents

### ¶1260 Voluntary Protection Programs

*Practice Tool: OSHA to Evaluate Effectiveness of Voluntary Programs*

¶1261 OSHA Onsite Consultation Program

¶1262 OSHA Strategic Partnership Program and Alliances

## Volume Two

### Appendix I Federal Regulations

#### Selected Sections from the Code of Federal Regulations (C.F.R.)

- 29 C.F.R. 1910.9 Compliance Duties Owed to Each Employee
- 29 C.F.R. 1910 Subpart E Means of Egress (Exit Routes, Emergency Action Plans Fire Prevention Plans)
- 29 C.F.R. 1910.1096 Ionizing Radiation
- 29 C.F.R. 1910.120 Hazardous Waste Operations and Emergency Response
- 29 C.F.R. 1910.132 Personal Protective Equipment
- 29 C.F.R. 1910.134 Respiratory Protection
- 29 C.F.R. 1910.147 The Control of Hazardous Energy (Lockout/Tagout)
- 29 C.F.R. 1910.165 Employee Alarm Systems
- 29 C.F.R. 1910.1030 Bloodborne Pathogens
- 29 C.F.R. 1910.1047 Ethylene Oxide
- 29 C.F.R. 1910.1048 Formaldehyde
- 29 C.F.R. 1910.1200 Hazard Communication
- 29 C.F.R. 1910.1450 Occupational Exposure to Hazardous Chemicals in Laboratories
- 29 C.F.R. 1910.1904 Occupational Injury and Illness Recording and Reporting Requirements

#### Selected Federal Laws

P.L. 106-430 Needlestick Safety and Prevention Act

### Appendix II Guidance Documents

#### Medical Equipment

- Doc. 300-1 NIOSH Bulletin: Ethylene Oxide Sterilizers in Health Care Facilities
- Doc. 300-2 NIOSH Alert: Request for Assistance in Controlling Exposures to Nitrous Oxide During Anesthetic Administration
- Doc. 300-5 OSHA Memorandum: Hazard of Laser Surgery Smoke
- Doc. 300-7 OSHA Ethylene Oxide Fact Sheet

#### Infection Control and Medical Waste

- Doc. 500-1 OSHA (Region II) Enforcement Guidelines for Occupational Exposure to Tuberculosis

- Doc. 500-2 OSHA Compliance Directive CPL 2-2.69: Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens
- Doc. 500-4 OSHA Instruction CPL 2.106: Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis
- Doc. 500-5 PHS 2005 Guidelines for Management of Occupational Exposures to HIV
- Doc. 500-6 PHS 2001 Guidelines for Management of Occupational Exposures to HBV, HCV and HIV
- Doc. 500-7 NIOSH Alert: Preventing Allergic Reactions to Natural Rubber Latex in the Workplace
- Doc. 500-8 NIOSH: Selecting, Evaluating, and Using Sharps Disposal Containers
- Doc. 500-9 OSHA Technical Information Bulletin: Potential for Allergy to Natural Rubber Latex Gloves and Other Natural Rubber Products
- Doc. 500-10 OSHA Guidance for Health Care Workers Who Treat Patients With Known or Suspected Avian Influenza
- Doc. 500-11 CDC Interim Guidance on Planning for the Use of Surgical Masks and Respirators in Health Care Facilities During an Influenza Pandemic
- Doc. 500-12 OSHA Pandemic Influenza Preparedness and Response Guidance for Health Care Workers and Health Care Employers
- Doc. 500-13 OSHA SHIB: Potential for Sensitization and Possible Allergic Reaction to Natural Rubber Latex Gloves and Other Natural Rubber Products
- Doc. 500-14 CDC 1998 Guideline for Infection Control in Health Care Personnel
- Doc. 500-15 CDC 1997 Guideline for Immunization of Health Care Workers
- Doc. 500-16 CDC 2002 Guideline for Hand Hygiene in Health Care Settings

**Workplace Stress and Violence**

- Doc. 800-1 OSHA Compliance Directive CPL 02-02-052: Enforcement Procedures for Investigating or Inspecting Workplace Violence Incidents

**OSHA Inspections**

- Doc. 1100-2 OSHA Technical Manual, Section VI, Chapter 1: Hospital Investigations: Health Hazards
- Doc. 1100-3 OSHA Instruction CPL 02-00-137: Fatality/Catastrophe Investigation Procedures

**Index**

[The next page is Current Contents • Page xxi.]