



## *OSHA Documentation Kit*

<b>Name of the Facility</b>	
<b>Address</b>	

- ✓ Our facility is OSHA compliant.
- ✓ We strive to ensure that our employees are safe from workplace hazards.
- ✓ This Documentation Kit contains the OSHA safety plans for our facility.
- ✓ The various plans incorporated in this folder have been carefully prepared, verified and reviewed by our safety committee and made available to all employees.
- ✓ These plans must be read by all employees and are easily accessible.
- ✓ Whenever new tasks are introduced, safety plans are modified to include the new tasks.
- ✓ Our facility conducts annual training and new hire training within 10 days for all employees.
- ✓ Adequate Personal Protective Equipment (PPE) has been provided at no cost to our employees to protect them from various hazards.
- ✓ We encourage all our employees to be safety conscious at all times.
- ✓ We do not discriminate against anyone for reporting safety hazards to the employer or supervisor.
- ✓ For questions about this Documentation Kit, please contact the Compliance Manager.

# *OSHA Documentation Kit*

## INTRODUCTION

Based on relevant information from the latest OSHA manual and booklets published by OSHA, we have prepared the safety plans for our facility.

All employees must read these plans and be familiar with our facility's approach to OSHA compliance. When in doubt about any safety task or procedure, refer to the plans in this Documentation Kit.

Our safety plans are easily accessible to all employees. For your reference, the details of these plans have been taken from the model plans published by OSHA and are very regulation specific.

## APPROVAL

The contents of this Documentation Kit have been created, reviewed and approved by our facility's OSHA Compliance Manager and Safety Committee (if applicable).

## UPDATES

We update our documentation kit annually or whenever new safety tasks or procedures are introduced. By approving the yearly updates, the OSHA Compliance Manager (and employer) confirms that necessary changes have been made to the safety plans whenever:

- New tasks or procedures were introduced during the year (if any);
- Names and telephone numbers of designated personnel responsible for various tasks changed;
- New chemical, safety equipment or instrument, etc. were introduced;
- Or any other changes deemed necessary to be included in the safety plans.

# OSHA Documentation Kit

## DOCUMENTATION KIT REVISION HISTORY

[illegible]

Technical support and free annual updates are provided for a four-year period from date of purchase. Contact [OSHAManual.com](http://OSHAManual.com) (800-492-6958) for support and updates.

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# OSHA SAFETY COMMITTEE

☐ Our facility has a safety committee. The following members are in this safety committee:

[illegible]

☐ Our facility does not have a safety committee (other than the OSHA Compliance Manager)

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## CONTENTS

Our facility has the following OSHA documents.

**Instructions:** For documents with a checkbox, review the notes and additional information to determine whether that document is required for your establishment.

### ☐ **Written Bloodborne Pathogen Exposure Control Plan (ECP)**

*Note: Mandatory only if there is potential for exposure to human blood*

Our exposure control plan is intended to familiarize our employees about the hazards of bloodborne pathogens and includes measures needed to abate them.

The plan contains the following documents:

- List of Exposure Tasks
- Job Classification Form A
- Job Classification Form B
- Employee Medical Record (retain employee medical records for 30 years after separation from the job). Medical record contains the following:
  - Employee's Name
  - Hepatitis B immunization data
  - Hepatitis B Declination form (if applicable)
  - Results of evaluation and tests after an exposure incident
  - Copy of post exposure evaluation report
  - Copy of information provided to evaluating physician
  - Exposure incident report (if applicable)
- Schedules for housekeeping and decontamination
- Needlestick Safety and Prevention Act
  - Safety Feature Evaluation Form for Safety Syringes
  - Sharps Injury Log (for employers with 11 or more employees)

### **Written Hazard Communication Plan**

As an employer with one or more employees, the written hazard communication plan is mandatory and prepared to prevent exposure to hazardous chemicals. The plan includes:

- List of hazardous chemicals present
- Labels or GHS Labels for each chemical
- SDS for each chemical

### ☐ **Written Emergency Action Plan**

*Note: Employers with 11 or more employees must have a written fire prevention plan. For employees with 10 or less, the information in the plan can be communicated orally.*

### ☐ **Written Fire Prevention Plan**

*Note: Employers with 11 or more employees must have a written fire prevention plan. For employees with 10 or less, the information in the plan can be communicated orally.*

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## ☐ Workplace Violence Prevention Plan

*Note: Mandatory if any workplace violence incident has occurred.*

## ☐ Laser Safety Plan

*Note: Mandatory only if lasers are utilized.*

## ☐ Exposure Control Plan for TB

*Note: Mandatory only if there have been incidences of TB reported.*

## First Aid Program

## Personal Protective Equipment (PPE) Checklist

## Job Safety and Health Protection Posters (OSHA 3165 & 3167)

We have OSHA Job Safety and Health Posters posted at \_\_\_\_\_  
(location). (The posters are available in the Welcome Kit.)

## ☐ OSHA 300 Series Forms

There are two classes of employers that are partially exempt from routinely keeping OSHA injury and illness records.

1. Employers with ten or fewer at all times during the previous calendar year.
2. Establishments in certain low-hazard industries. Click [here](#)<sup>1</sup> to determine whether your industry is exempted. *Note: offices of physicians, dentists, other healthcare practitioners, outpatient care centers, medical and diagnostic laboratories are exempted.*

*Note: however, if a fatality, in-patient hospitalization, amputation, or loss of an eye occurs at your establishment due to a work-related incident, you will still be required to report the event to OSHA, per 29 CFR 1904.39. For more information about this reporting requirement, see [Reporting Fatalities and Severe Injuries/Illnesses](#)<sup>2</sup>.*

If OSHA 300 series forms are required:

Our recordkeeping forms are located at \_\_\_\_\_  
(location).

- Log of work-related Injuries and Illnesses (Form 300)
  - OSHA 300 has to be completed within 7 days from learning about the incident. The form must be kept on file for 5 years.
- Summary of work-related injuries and illnesses (Form 300A)
  - OSHA 300A must be posted at your office from Feb 1 through April 30 at a visible location.
- Injury and Illness Report (Form 301)
  - OSHA 301 is to be completed within 7 days from learning about the incident. The report must be kept on file for 5 years.

<sup>1</sup> <https://www.osha.gov/recordkeeping/ppt1/RK1exempttable.html>

<sup>2</sup> <https://www.osha.gov/recordkeeping2014/reporting.html>

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## **Accident, Incident, or Injury Report Forms**

For any such instances, we complete an Accident, Incident, or Injury Report Form (can be found in the Welcome Kit).

## **Summaries of petitions**

For any variances issued for standards or recordkeeping procedures. These summaries must be posted at a prominent location.

## **Employee training records**

We retain the records of the following for 3 years from the date of training:

- Dates of training sessions
- Training material covered
- Names and qualifications of the trainer/training materials
- Names and roles of employees attending training

## **Copies of Public Law and Standards:**

A copy of the below documents will be made accessible to employees when requested (available in digital format in the Welcome Kit). For one free copy of OSHA publications, send a self-addressed mailing label to this address: OSHA Publications Office, PO Box 37535, Washington, DC 20013-7535; or send a request to via fax at (202) 693-2498, or call (202) 693-1888.

- OSHA Act (Public Law 91-596)
- Hazard Communication Standard (29 CFR 1910.1200)
- Bloodborne Pathogen Standard (29 CFR 1910.1030)

## **Copies of all OSHA citations for violations**

These must remain posted at or near location of alleged violations for 3 days or until violation is corrected whichever is longer.

## **Copy of notice of contest (if applicable)**