

OSHA HEALTHCARE CHECKLIST

Whether you are a small practice or an established business, there are some simple steps to kick off your safety and health program. Be strategic in identifying how to best complete each action item in a way that makes sense for your organization. Below is a list of very basic items to start your workplace on the path towards responsible safety and health management.

Safety and Health Management System

Safety and Health Culture

Employees should know and feel that their safety and health are top priority each and every work day! When someone asks, "How is your workplace culture?" safety and health should be major components in each and every employee's response.

- Build safety and health into every process and task, everyday.
- Begin with a simple program, set goals and grow from there.
- Encourage employees to continuously participate in all safety and health tasks, achieving goals, monitoring performance, and evaluating progress to influence that positive safety and health culture.

Lead by Example

How do you make safety and health a top priority? Practice what you preach, always follow workplace programs and policies, no matter your role.

- Implement appropriate workplace rules and practices.
- Ensure required written programs and policies are documented and also frequently reviewed and updated.
- Practice good faith and commitment to protecting workers health and safety.
- Establish clear expectations to comply and consequences of noncompliance.
- Be consistent.

Identify and Implement Hazard Controls

If you have identified a hazard, how can it be eliminated? This could be a substitution for a less hazardous chemical or the use of PPE to control the exposure of a hazard.

- Utilize the hierarchy of controls.
- Train all employees on how to identify and implement controls.
- Ensure employees are trained on proper safe work practices when hazards cannot be eliminated.
- If any hazards exist that pose an immediate danger to an employee's life or health, take immediate action to protect them.
- Hazards that can be corrected easily need to be mitigated as soon as possible.
- Address high hazards immediately; this would include imminent danger situations.
- Review established controls to ensure effectiveness. A safety committee is a great way to accomplish this.

Seek Input on Workplace Changes

Compliance is not a one person job; teamwork is the dreamwork!

- Before making significant changes to the workplace, work organization, equipment, or materials, involve workers to help identify potential safety or health issues.

Conduct Inspections

A physical walk through of your facility and work process along with an administrative review of your policies should be carried out on both a routine and nonroutine basis.

- Incorporate a systematic approach to finding hazards.
- Knowledgeable and experienced workers should conduct routine self-inspections.
- Utilize information from completed checklists, workplace injury and illness records, and employee training to help you determine where challenges exist.

Implement a Reporting System

Employees should feel comfortable and confident reporting any hazards or concerns anonymously, without fear of retaliation.

- Develop and communicate a process for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns.
- Employees MUST be trained on how to report hazards and injuries, illnesses and near misses.

Safety and Health Documentation

OSHA requirements can often be intimidating for employers to just understand, let alone implement. Once you start analyzing risks involved, you will narrow the path to identifying appropriate documentation requirements.

- Be prepared for worst case scenarios if ever involved in an OSHA inspection.
- Know what is required and what you should and should not share if ever involved in an OSHA inspection or investigation.

Continuous Improvement

Compliance is an ongoing effort.

- Employers must ensure adequate time and resources are dedicated to discuss safety and health issues.
- Always reevaluate safety and health goals for effectiveness and appropriateness.
- Workplace changes are triggers to reevaluate goals and add training as appropriate.
- Always allow for room to grow. Reevaluate work processes for complacency; complacency is a leading cause of workplace injuries and illnesses.

Ready to check off all of those boxes?

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