

# Online Compliance Quick Guide



## SDS MSDS

The workplace must maintain copies of required SDS/MSDSs for each hazardous chemical and ensure they are readily available during every work shift to employees when they are in their work area.

Millions of SDS/MSDS's are available to search, view, save, and print, and a separate set must be organized for each facility location. The SDS/MSDS documents may be online or in a binder, however, they must be readily available to all employees.

## Safety Plans



*All employees must document they have read each safety plan and know where they are kept. This may be communicated orally for facilities with 10 or fewer employees.*

### Emergency Action Plan

An employer must have an Emergency Action Plan and a Fire Prevention Plan in writing. These must be kept in the workplace and made available for the employee to review.

### Fire Prevention Plan

An employer must review the plans with employees when initially assigned to a job, or if the job or plan details change.

### Exposure Control Plan

An employer having any employee with "occupational exposure" must establish a written Exposure Control Plan. This must be reviewed and updated at least annually to reflect any changes in your facility, such as employees or technologies, in order to reduce exposures to blood or O.P.I.M.

### Hazard Communication Program

All workplaces where employees are exposed to hazardous chemicals must have a Hazardous Communication Program. This must be updated as hazards or hazardous chemicals within your facility, or other details within this safety plan, change. Failure to produce a completed written Hazard Communication Program is a common O.S.H.A. violation.



# Training

## Who takes it?

## How frequently?

### 1 Bloodborne Pathogens

Any individual with occupational exposure to Bloodborne pathogens

Required upon initial assignment and at least annually thereafter. Also required when new or modified tasks or procedures affect an employee's level of occupational exposure.

### 2 Hazard Communication

Any individual with hazardous materials in their work area

Required prior to an assignment with hazardous chemicals, and when new hazards are introduced.

### 3 HIPAA

Any individual with access to protected health information (PHI)

Annual training is mandatory. Training must be repeated sooner if technology, policies, or procedures are changed.

### 4 Medicare Compliance and Fraud, Waste & Abuse

Part C Medicare Advantage organizations and Part D Prescription Drug Plans decide which First tier, Downstream, and Related Entities, and which employees, must take these trainings

Required within 90 days of hire. Training must be repeated annually.

*For further details, refer to cms.gov*

### 5 D.O.T – R.M.W.

Any individual who prepares regulated medical waste for transportation, including those who package the waste and/or prepare and sign the medical waste manifest & shipping papers

Required within 90 days of assignment to specified work functions. Required every 3 years thereafter or whenever there is a change in regulations.



## OSHA LOG 300/300A/301

Many employers with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Check the OSHA website for exemptions. Recordkeeping is an effective way to analyze and reassess hazards in the workplace.



## C.F.R.

Code of Federal Regulations – A reference section containing all 225,000 federal regulations to assist with accurate regulatory information.



## Audits

Over 70 interactive assessments to analyze compliance requirements, find deficiencies, and assign and track corrective actions.

\* State Laws may differ from what is stated in this reference guide. As always, be knowledgeable on your state-specific regulations.