

OSHA Training Outline for Dental Offices

I. Introduction to OSHA

1. What is OSHA? OSHA Act 91-596 Purpose and Scope
2. OSHA Coverage
3. Who is not covered
4. State Programs and State Coverage
5. Hazards Addressed
6. General Duty Clause
7. OSHA Reporting Requirements
8. OSHA Enforcement Activities
9. Work-site Analysis
10. Employee Rights under OSHA Act
11. Employer Responsibilities
12. Job Safety Posters
 - a. OSHA English 3165
 - b. OSHA Spanish 3167
13. If an OSHA Inspector Shows up at your Doorstep
14. Types of Inspection
 - a. Imminent Danger
 - b. Catastrophic and Fatal Accidents
 - c. Employee Complaints
 - d. Programmed High Hazard Inspections
 - e. Re-inspections or Follow up Inspections
 - f. Phone/Fax Investigations
15. Citations and Penalties
 - a. De Minimis Violations
 - b. Other than Serious Violations
 - c. Serious Violations
 - d. Willful Violations
 - e. Repeated Violations
 - f. Failure to Abate
 - g. Follow up Inspection and Failure to Abate
16. Duties and Responsibilities of Departments, Supervisors and Employees

Refer to the OSHA Act, "What to Expect" Booklets and Job Safety Posters

II. Record Keeping Requirements (29 CFR 1904)

1. Importance of Recordkeeping
2. Log of Work-related Injuries and Illnesses (Form 300)
3. Summary of work-related Injuries and Illnesses (Form 300A)
4. Injury and illness Incident Report (Form 301)
5. Procedure for Recording Injuries
6. How to work with Form 300
 - a. Exceptions for not entering name on Form 300

Refer to the OSHA Record-keeping Forms

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- b. Privacy Concerns
- 7. What are work-related injuries?
 - a. Exceptions to work-related injuries
 - b. Recordable work-related injuries
 - c. Additional Criteria for recording injuries
 - d. Definition of medical treatment
 - e. Definition of First Aid
 - f. Restricted Work
 - g. Classifying Injuries and illnesses

III. Bloodborne Pathogen Standard (29 CFR 1910.1030)

- 1. Purpose and scope
- 2. Epidemiology of Bloodborne Pathogens
 - a. Hepatitis B
 - b. Hepatitis C
 - c. HIV
 - d. Factors that influence risks of infection
 - e. Treatment for the exposure and side effects of the treatment
 - f. Prevention of occupational exposures
- 3. Basic Requirements of the Standard
 - a. Use of Universal or Standard Precautions
 - b. Exposure Control Plan
 - i. Exposure Determination
 - ii. Schedule and Implementation of Methods of Compliance
 - c. Sharps Injury Prevention Program
 - i. Methods of Selection of Safer Medical Devices at your facility (explain questionnaire)
 - ii. Sharps Injury Log
 - d. Use of appropriate engineering and work practice controls (*Refer to the OSHA FAQs*)
 - i. Selection of PPE and training in PPE
 - ii. Location of Hand washing facilities and Eye Wash Station
 - iii. Disposal of Sharps
 - iv. Procedures for maintaining Hand Hygiene
 - e. Housekeeping procedures
 - i. Discuss Protocols
 - ii. Handling of Contaminated Laundry
- 4. Provision of Hepatitis B Vaccine (*Refer to the CDC Guidelines for HBV Vaccinations*)
 - a. Details of Hepatitis B Vaccine Declination Form
- 5. Details of Medical follow up in the event of an exposure incident
 - a. Steps to be taken immediately after an exposure
 - b. Records to be maintained following an exposure incident
 - c. Reporting Procedures
- 6. Use of biohazard warning Labels on regulated waste, contaminated laundry and certain specimens
- 7. Proper Containment of Regulated Medical Waste

Refer to the BBP fact sheets 01-06 and 29 CFR 1910.1030 Bloodborne Pathogen Standard.

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- a. Definition of Medical Wastes
- b. Rules and Procedures for Regulated Waste Handling
8. Explain details of Training Records, Medical Records (review booklet OSHA 3110 Access to Medical Records)
9. Employee review of the BBP Exposure Control Plan

IV. General Infection Control in Dentistry

1. Importance of Infection Control
2. Modes of transmission of infectious materials
 - a. Aerosol and Splatter in Dentistry
 - b. Sterilization and Disinfection of Patient care items
 - c. Dental Unit Waterlines, Biofilm and Water Quality
 - d. Aseptic technique for Parenteral Medications
 - e. Oral Surgical procedures
 - f. Dental Radiology

V. Hazard Communication Standard (29 CFR 1910.1200)

1. Explain Performance oriented regulation
2. Explain the concept of Right to Know Standard
3. Types of Hazards
 - a. Physical
 - i. Combustible
 - ii. Compressed gases
 - iii. Explosive
 - iv. Flammable
 - v. Organic Peroxide
 - vi. Oxidizer
 - vii. Pyrophoric
 - viii. Unstable (Reactive)
 - ix. Water Reactive
 - b. Health
 - i. Carcinogen
 - ii. Corrosive
 - iii. Highly Toxic
 - iv. Irritant
 - v. Sensitizer
 - vi. Target Organ Effects
 - vii. Toxic
4. Details of Chemical Inventory
5. Material Safety Data Sheet (MSDS)
 - a. Location of the MSDS and responsibility of procuring and maintaining MSDS
 - b. Reading and Interpreting MSDS
6. Requirement of Labels for Containers

*Refer to the Hazard
Communication Standard 29
CFR 1910.1200, OSHA
3111 Hazard Communication
Guidelines and HMIS chart.*

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7. Duties and Responsibilities of Supervisors and Employees under Hazard Communication Standard
8. Limiting Chemical Exposures
 - a. Engineering Controls
 - b. Safe Work Practices
 - c. Personal Protective Equipment
9. Chemical Procurement, Distribution, Storage and Disposal
10. Hazards of Chemicals and Emergency Response
 - a. Exposure Levels
 - b. Spill Control Policy
 - c. Spill Emergency Plan
 - i. Small Spill
 - ii. Large Spill
11. Discuss the hazards of chemicals found at your facility and PPE necessary to handle them
12. GHS Labels and Safety Data Sheets
13. Review the Pictograms

VI. Exposure to Beryllium in Dental laboratories

1. Introduction
2. Identification of Dental Alloys that contain Beryllium
3. Chronic Beryllium Disease (CBD)
4. Beryllium Sensitization
5. Signs and Symptoms of CBD
6. Measures to reduce Beryllium Exposure
 - a. Engineering Controls
 - b. Work Practices
 - c. Hygiene, Clothing, Housekeeping Procedures, and PPE
 - d. Respiratory protection
 - e. Training and information
7. Health Surveillance Methods for Beryllium Sensitization and Chronic Beryllium Disease
 - a. For employers
 - b. For employees
 - c. Blood testing for Beryllium Sensitization

VII. Exposure to Nitrous Oxide

1. Introduction
2. Chronic Exposure to Nitrous Oxide
 - a. Disorders
3. System Maintenance to prevent exposures

*Refer to the Waste Anesthetic
Gases Information Document*

VIII. Ionizing radiation

1. Introduction
2. Hazards of Ionizing Radiation
3. Monitoring

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4. Radiation exposure Controls
5. Radiation Warning Signs
6. Radiation Protection Program
7. Checklist for exposure to Radiation

IX. Ergonomics Control

1. Introduction to Ergonomics
2. Ergonomic hazards
3. Analysis of Jobs
 - a. Awkward Postures
 - b. Forceful lifting, pushing and pulling
 - c. Prolonged repetitive motion
 - d. Contact Stress
 - e. Vibration
4. Health and Safety Program in Ergonomics
5. Solutions to common Ergonomic Hazards
 - a. Transferring Equipment
 - b. Reaching into Deep sinks or containers
 - c. Lifting trash, trash or other kinds of bags
 - d. Pushing Hazards
 - e. Housekeeping tasks

X. Latex Allergy

1. Introduction
2. Symptoms of Latex Allergy
3. Possible Solutions
4. NIOSH Recommendations

XI. Exposure to Tuberculosis

1. Factors contributing to the rise of TB
2. Causes of TB
3. Hierarchy of Controls
 - a. Administrative Controls
 - i. Accident Prevention Signs and Tags
 - b. Environmental Controls
 - c. Personal Respiratory Protections
 - i. Respiratory Protection Program including Program Elements
 - aa. Respiratory Protection Standard
4. Employee Protection from TB
 - a. Tuberculin Skin Test
 - b. TB Risk Classifications
 - c. Screening procedures

XII. Pandemic Influenza Preparedness and Response Guidance for Dental workers

1. Discuss Epidemiology of Influenza Viruses

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2. Respiratory Hygiene/Cough Etiquettes
3. Infection Control
4. Risk Assessment
5. Use of Standard Precautions
 - a. Contact Precautions
 - b. Droplet Precautions
 - c. Airborne Precautions

Refer to the Workplace Violence Fact Sheet and OSHA 3148 & 3153 Workplace Violence Booklets

XIII. Workplace Violence

1. Introduction
2. Examples of Violence
3. Who is at risk?
4. Types of Workplace Violence
5. Effects of Workplace Violence
6. Risk Factors of Violence
7. Prevention Strategies
8. Environmental Designs
9. Administrative Controls
10. Behavior Modifications
11. Safety Tips for Employees
12. Discuss Comprehensive Workplace Violence Program
 - a. Administrative Controls
 - b. Hazard Prevention Control
 - c. Engineering Control
 - d. Post incidence response
 - e. Evaluation of the program

XIV. Electrical Safety Standard

1. Introduction
2. Electrical injuries
3. Recognizing Electrical hazards
4. Evaluating Electrical hazards
5. Controlling Electrical hazards
6. Flexible Wiring
 - a. Use of Extension Cords
7. Employee safety precautions

Refer to the Fire Safety Fact Sheet

XV. Fire Safety Standard

1. Introduction
2. Minimum Elements of a Fire Prevention Plan
3. Common Fire Extinguishing Agents
4. Classification of Fire Extinguishers
5. Selection and distribution of Fire Extinguishers at our facility
6. Inspection, Maintenance and testing of Fire Extinguishers

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7. Fixed Fire Extinguishing Systems
 - a. Sprinkler System
 - b. Sprinkler Alarms
8. Discuss Fire Alarm Devices available at your facility

XVI. Walking-working Surfaces

1. Introduction about Slips, Trips and Falls
2. Causes of Slip, Trip, Fall
 - a. Evaluate locations in the facility that can lead to Slip, Trip and Fall
3. Evaluate Housekeeping Practices
4. Control measures to prevent Slips and Falls
5. Discuss Lighting measures at the facility and outside
6. Footwear policy
7. Prevention of Stairway Falls
8. Ladder hazards

XVII. Exit Routes

1. Introduction
2. Exit Features
3. Exit Signs
4. Key provisions of the standard
5. Exit Markings

Refer to the OSHA 3088 Emergency Evacuations OSHA Booklet

XVIII. Emergency Action Plan

1. Introduction
2. Written Emergency Action Plan
 - a. Means of Reporting Fires
 - b. Emergency Reporting Procedures
 - c. Employee Alarm System
3. Evaluation Procedures and Emergency Route Assignments
4. Evacuation procedures of high rise buildings (if applicable)
5. Emergency information for Employees
6. Procedures for assisting visitors including patients
 - a. Selection of Wardens
7. Actions to be taken before Evacuating
8. Procedures for accounting employees after evacuation
9. Using Public Resources
10. Review of Written Emergency Action Plan

XIX First Aid program

1. Basic elements of a workplace first aid program
2. Contents

XX Sanitation Standard

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1. Housekeeping requirements
2. Controlling Pests
3. Storage Areas
4. Garbage and Waste Disposal

XXI Employees must review the Facility's Safety Plans (available in the Documentation Kit)

XXII Question and Answer Sessions

