

# OSHA INSPECTION SURVIVAL GUIDE

7 Tips to Successfully Survive an OSHA Inspection for Dentists



Every [dental practice owner or office manager](#) worries about the moment they have to look an OSHA Inspector in the eye and explain the intricacies of their current OSHA office protocols. How would you hold up? Do you have all the answers? Is everything in tip-top OSHA compliant shape?

Well, I guess that's why you are here. You **are** thinking about OSHA right now. So you are going to love this guidebook!

OSHA has gotten so complex over the past few years. It's important to safeguard your dental practice and take some time to get educated on the new compliance mandates. And there are several that apply to all dental offices nationwide: **Federal OSHA Requirements** are due annually, **newer International OSHA / GHS requirements** were due back in December 2013 ( just once to prove you have completed them) & in 18 States, **State-OSHA requirements** are due to implement and you must keep up on these changes. We will review these in more detail as you read on.

“What is GHS”, you ask? It is the new [International OSHA mandate, Global Harmonization System \(GHS\)](#), which standardized chemical safety throughout the world in the workplace. OSHA inspectors are hot-on-the trail to make sure that GHS is functioning, in-place in your dental office, right now! It was due to be in place in all dental offices December 2013. So if it is not in place, you are currently non-compliant and delinquent. Ugggh! Not good news, but we will correct that for you by giving you great survival tips to understand GHS and then comply quickly with ease.

When you consider the big picture: the new **International OSHA GHS mandates**, added to the [Federal Annual OSHA Employee Requirements](#) and in [18+ States additional OSHA State Protocols](#), it becomes even more intimidating and worrisome.

Now you don't have to worry at all! Make any OSHA Inspection a breeze by following our **7 Tips to Successfully Survive an OSHA Inspection for Dentists**.

But before you indulge in these tips, let's learn what is most important with regards to overall OSHA compliance for your dental office. Make sure you are compliant in all (3) aspects of OSHA that may affect you in each category:

i. **Federal Annual OSHA Employee Training, Required Paperwork & Protocols**

This applies to all USA businesses. And it applies to all of your employees: clinical & non-clinical, full & part timers. Make sure you train, update and get signed proof-of training each year for this OSHA required mandate. You need to get trained on the various protocols, then implement them. An OSHA Manual and required forms fall into this area of compliance as well.

ii. **International OSHA GHS—Global Harmonization System**

This applies to all USA business too. GHS training must be provided for all employees and proof-of-training should **already** be on file in your office. The Dental Offices' deadline to complete training was on December 1<sup>st</sup> 2013. GHS training focuses on the international change regarding our hazard communication system and how we handle professional products and chemicals in the workplace. There is now an international standardized system to follow. Our MSDS sheets (USA) will change to SDS sheets (International) and our labels will change from Hazardous Rating Labels (colored, lettered, numbered) to **Pictograms** which need to be learned and memorized by employees as part of your training program. Inspectors check for Proof-of-GHS-Training

within 5 minutes of entering your office. So let's get on this if you don't have it in place already. We will talk more about GHS and how to get certified as we move through this guidebook. GHS standardizes chemical safety in all workplaces, worldwide. It was the result of the [World Summit Meetings](#) over a decade ago and USA is the last to join the rest of the world in this unified, standardized workplace chemical safety program. Training, paperwork and facility protocols apply.

### iii. State OSHA Regulations

Currently, 18 States have *additional training, protocols or paperwork requirements* to add to their dental office's OSHA requirements. They are:

Alaska, Arizona, California, Connecticut, Hawaii, Iowa, Michigan, Minnesota, North Carolina, New Jersey, Nevada, New York, Oregon, South Carolina, Tennessee, Virginia, Washington, Wyoming.

And keep in mind, **finest for non-compliance within any of these categories can become stacked**, if you consider that State OSHA Inspectors can levy fines separate from the Federal Inspectors which handle GHS too. Best to study-up on our tips, then comply. Here are your **7 Tips to Successfully Survive an OSHA Inspection for Dentists**.

#### 1. Train, Train, Train! Get on the OSHA Train...

Based upon what we have listed above, you will have either (2) or (3) required OSHA trainings to fulfill based upon your State Requirements for OSHA. Planning the "do-it-yourself" OSHA training for your team, in this day and age, is not such a good idea. And having one person from your team, go to an OSHA course, to return and parrot-off the mandates is just as silly. There are too many intricacies involved. It's best to find and work with a trusted OSHA coach or expert. Many OSHA trainers will combine your Federal and State requirements into one training course. **Make sure to ask about this when you purchase any training.** GHS is usually provided as a separate course but can be bundled. There is a lot to learn and know! [Affiliate with a keen, reliable, comprehensive OSHA training service.](#) One that knows their stuff and can even provide the required manuals, employee forms and facility credentialing reports is the wisest choice.

State training is not too time consuming. It typically consists of a few extra forms or logs to get and keep on file. But if you live in Michigan, MIOSHA is a big, bad, bold monster all its own! There are (200) additional pages of Michigan OSHA law to keep on file and (65) additional facility protocols. **You**

will definitely not want to go-it-alone if you need to implement MIOSHA regulations. Research and choose an [easy-to-implement, comprehensive MIOSHA Compliance Package](#), one that offers guided help will be your smartest choice.

## 2. Keep it Real! Keep your OSHA Compliance Up-to-Date...

Federal OSHA requires that you update your in-office Federal OSHA Program and train your employees **annually**. YES! We are supposed to train annually. **Every** U.S. business has to. You are not alone with regard to this requirement. All employees have to be re-trained every year! Why? Because diseases change, infection control measures change, national and world disasters play a role and even technology touches and affects your OSHA protocols.

For your [Federal Annual OSHA Employee Training](#), make sure to mark-the-date in your calendar **the month before** your team is due for training. Or simply block it off as a reoccurring meeting for your team. Falling out-of-compliance always proves to be more work and more of a hassle than simply staying on track with this. Remember, all employees need to be trained (non-clinical & clinical, part & full timers). There are (4) components that you must include in your Annual OSHA Employee Training: [Blood Borne Pathogens](#), Hazard Communication Plan, Exposure Control Plan and Sterilization & Disinfection, and currently (27) learning points.

GHS is only required once-in-a-lifetime or to be updated if the world governments change and update things. State requirements can change and those should be checked upon each year. Typically they stay the same, but from time-to-time there are updates. Where do you check for changes? Well, [www.osha.gov](http://www.osha.gov) is a great resource, but sometimes difficult to navigate. Best to check with a reliable source, your trusted professional OSHA coaching expert!

## 3. Plenty of Paperwork!: Required Forms, Logs & Manuals

Is all of your [OSHA Required Paperwork](#) completed and organized? It can be a real bear to get things back on track, especially if you have not looked at your OSHA documents in a while. Here is what you will need to have in order:

1. **OSHA Manual written to the new GHS Standard** (required)\*
2. **Required Employee Forms:** (5) in total; Needed for all employees
3. **MSDS Manual** required to keep for 30 years! As proof-of-chemical exposure

4. **New SDS Manual required in 2 varying formats:** paper / digital / cloud
5. **Pictogram Diagram** new GHS requirement / must be posted
6. **Posters:** OSHA Poster 3165 (and don't forget State required posters)
7. **Logs:** Injury Log 300 / 300A ( and some States have additional logs)

\* Is your OSHA manual up to date?

Even if your manual is less than 1 year old, it may not be up to snuff to OSHA requirements. If your OSHA manual is **Global Harmonization System (GHS)** Compliant, you are in great shape! Otherwise, it is time to get the latest OSHA manual that is compliant to the new **Global Harmonization System Standard**.

#### 4. A Place for Everything & Everything in Its Place

How do you think your facility will measure up for OSHA compliance? Preparedness is the best option here, just like when you were a scout. Only with regards to OSHA, the scout will find your flaws and rat you out! Let's not let that happen. **It's best to be uber-prepared at all times, so that you can pass any OSHA Inspection with flying colors. Here's how:**

There are many areas inspectors will check in your dental office, ranging from proper handling and storage of soiled waste and sharps to having a working eyewash station with proper signage. There are over [70 OSHA Compliance Check Points](#) that an OSHA Inspector might inspect in your office. To figure all of this out can be overwhelming and tedious. Try to find an **OSHA compliance training company** that will offer an in-depth facility credentialing and report. A company that will work with you to not only provide the report, but also the recommendations to rectify any non-compliant areas.

**The 72-Point OSHA Safety Facility Report** from Dental Enhancements is based on the last 15 years of dental office OSHA fines and their OSHA experts help you correct any non-compliant areas once they customize and complete your report. It's awesome! **It is also included with every OSHA Training they provide.**

#### 5. Be "The Whole Shaaabang"...

When you set up your OSHA Compliance Program, you'll want to be sure your program is comprehensive. In fact comprehensive is key to getting through any

OSHA Inspection. That means this process will involve a lot of discovery, implementation and a bit of expense. But setting things up properly, with a strategy, will get you sitting pretty for the inspector.

In 2013, there were sweeping changes with regards to OSHA compliance. By now you realize that there are (3) areas of OSHA compliance: **International, Federal and State OSHA mandates**. For each of these there are **(3) aspects to be compliant in**, to ensure your dental office establishes a comprehensive program. **OSHA Inspectors always conduct an inspection looking at (3) aspects:**

- i. **Training**
- ii. **Required Paperwork**
- iii. **Facility Protocols**

Since you probably have better things to do and more teeth to fill than the inclination to become an OSHA expert, better just find one. Just make sure on your quest to find that perfect OSHA consultant, you ask these compelling questions:

- Can you provide *International, Federal & State* OSHA Training?
- Can you provide *all* of the paperwork required?  
(See the *(7) paper requirements listed above*)
- Can you provide at least *70 Check Points in a Credentialing Facility Report with answers* to suit my facility *and help me correct things*?

The “whole shaaabang” would also, ideally include, securing the expertise of an OSHA Solutions company that could provide you with all of the above. But don't spend a fortune. **Some companies want to charge you upwards of \$2000-\$5000. That is crazy!** A comprehensive program that would include all State, Federal & International OSHA Solutions with training, paperwork & customized facility protocol check lists should be in the ballpark of \$800- \$1400. And **renewal** should run you under \$300 per year.

## **6. Update, Update, Update!**

It never ends! No, I'm serious. Just because you get the **GHS Standards, Annual OSHA & State Protocols** under-your-belt and in place within your dental office, don't think the buck stops there! Compliance will always come with updates. It's a non-stop, whirlwind of change. **And you need more than luck to get through an OSHA Inspection**, you need help from someone worth believing in. Again, make sure you choose an **OSHA Compliance Training Company** that will be your “OSHA dental tooth fairy”. One that will share updates with you throughout the year and also maintain an interactive relationship with you so

you can be comfortable and confident in getting your OSHA groove-on. (What do you think they will leave under the pillow? A new OSHA Manual?)

## **7. Find a Mr. / Ms. "Know-It-All"**

We've come a long way through the realizations and discussions in this guidebook. And who knew there was so much to know and implement. Plus the new protocols?!! Uggh!... that's enough to realize: "You don't know what you don't know"...(but you need to!) And Mr. OSHA Inspector....doesn't care if you are unprepared! In fact he loves it that way.

Don't risk being caught-up in an OSHA inspection and being called-out on **not having** these important and cumbersome new protocols in place. It's not worth the time and aggravation a prolonged OSHA Inspection is sure to bring. Choose an [\*\*OSHA compliance company\*\*](#) that will have your back and make it easy. (We love one in particular!)

Remember these (7) tips that are the key to your OSHA compliance success. Don't be fooled, it's not that easy. Go search-out your **OSHA Tooth Fairy** now!

Dental Enhancements LLC  
[\*\*OSHA made EASY®\*\*](#)  
Customer Relations Team  
**941-587-2864**