

# NEW EMPLOYEE OSHA ORIENTATION CHECKLIST

(1 of 2 pages)

*Note: A master copy of this form (2 pages) can be found behind **Tab 11: Master Record Forms (Form 26)**.*

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please mark "Y" to denote employee understanding, "N" if more information is needed, or "NA" if the item is not applicable to the employee's responsibilities.*

## OSHA Bloodborne Pathogens Standard

The new employee knows:

- \_\_\_\_\_ Where the OSHA Safety Program is located.
- \_\_\_\_\_ How bloodborne pathogens are transmitted (needlesticks, cuts, splashes, sprays).
- \_\_\_\_\_ The signs and of the symptoms of HBV, HCV and HIV infection.
- \_\_\_\_\_ Which body fluids encountered in this practice are potentially infectious.
- \_\_\_\_\_ When, where and how to wash hands.
- \_\_\_\_\_ Where eyewashes are located and how to use them.
- \_\_\_\_\_ How to properly handle and dispose of sharps.
- \_\_\_\_\_ Where sharps containers are located.
- \_\_\_\_\_ What is considered biohazardous waste and where containers are located.
- \_\_\_\_\_ When and how to close sharps containers and biohazardous waste containers and transport them to the storage area.
- \_\_\_\_\_ That restricted access areas indicated by biohazard labeling should only be entered by trained and authorized personnel.
- \_\_\_\_\_ How to properly package and store laboratory specimens.
- \_\_\_\_\_ How to clean up biohazardous spills.
- \_\_\_\_\_ Where utility gloves are located and when to use them.
- \_\_\_\_\_ How and when to wear the proper PPE to protect against potentially infectious body fluids.
- \_\_\_\_\_ What to do with soiled, reusable PPE (care, maintenance, cleaning).
- \_\_\_\_\_ When to change exam gloves. Knows to wash hands after removing gloves.
- \_\_\_\_\_ How to remove gloves safely.
- \_\_\_\_\_ Where, when and how to use disinfectant cleansers based on the Housekeeping Schedule located in Tab 8: Decontamination.
- \_\_\_\_\_ How to operate the autoclave (including spore strip testing).
- \_\_\_\_\_ What constitutes an on-the-job exposure and what to do if an exposure occurs.
- \_\_\_\_\_ That the hepatitis B vaccine is safe and available free of charge in this workplace.
- \_\_\_\_\_ That a titer will be performed after the hepatitis B vaccination series to verify its

efficacy.

**(New Employee OSHA Orientation Checklist, page 2 of 2)**

**Hazard Communication**

The new employee knows:

- \_\_\_\_\_ What hazardous chemicals exist in the practice (review master list).
- \_\_\_\_\_ How to work safely with the above chemicals.
- \_\_\_\_\_ Where Material Safety Data Sheets (MSDS) are located and how to read one.
- \_\_\_\_\_ How to recognize signs of chemical exposure and what to do if exposure occurs.
- \_\_\_\_\_ How and where to sterilize or disinfect instruments and equipment.

Other: \_\_\_\_\_.

**TB**

The new employee knows:

- \_\_\_\_\_ How TB is transmitted and policies for identifying potential TB patients.
- \_\_\_\_\_ The practice's relative risk of encountering patients with TB (refer to TB Risk Assessment Result Form).
- \_\_\_\_\_ What to do if an active TB patient enters the practice.
- \_\_\_\_\_ That initial TB skin testing (TST) must be performed.

Other: \_\_\_\_\_.

**Emergencies**

The new employee knows:

- \_\_\_\_\_ Location of written emergency procedures and emergency telephone numbers.
- \_\_\_\_\_ Exit routes and evacuation procedures.
- \_\_\_\_\_ Where fire extinguishers are located and what to do in the event of a fire.

Other: \_\_\_\_\_.