

OSHA COMPLIANCE PLAN

Program/Action	Requirements - Resources Link	Person and Title/Person Assigned	Completion Date
OSHA Recordkeeping	<ol style="list-style-type: none"> 1) 2020 Logs should be completed. Post a copy of the 300A from Feb 1st to April 30th. (Covid claims should be coded as “other illness” and as a privacy case so the names are excluded from the log.) 2) Ensure the 2021 301’s are completed and up-to-date <p>Resource Link- Pinnacol Portal</p>		
Respirator Program	<ol style="list-style-type: none"> 1) Open the sample respirator program, make a copy and create the program specific to your community. Print the program on your letterhead and put it in your safety manual. 2) Ensure there is a copy of the respiratory standard in you safety manual. If not, print the Respirator Standard that is in the folder and include this behind the program in the manual. 3) Educate Supervisors and Safety Committee on the Program 4) Employees should complete a medical evaluation. A brief safety meeting with the employees is recommended. See sample meeting roster in folder. 5) Employees are then fit tested, if they have already been fit tested no need to do this again but the evaluations should be completed by those employees. 		

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	<p>6) Document the names of employees that have been fit tested, you can use the spreadsheet at the end of the respirator program.</p> <p>7) Questionnaires are then sent to Dr Gahm - they can be scanned and emailed or mailed to: 5215 East Linden Court, Greenwood Village, CO 80121</p> <p>8) The questionnaires are medical records and should then be filed in medical files.</p> <p>Resource Link: Respirator Program and Materials</p>		
<p>Bloodborne Pathogens Program</p>	<p>1) Open the sample bloodborne pathogens program, make a copy and create the program specific to your community. Print the program on your letterhead and put it in your safety manual.</p> <p>2) Ensure there is a copy of the bloodborne pathogens standard in your safety manual. If not, print the standard that is in the folder and include this behind the program in the manual.</p> <p>3) OSHA requires training for employees at the time of hire and annually. Training should be to all departments and specific to their duties.</p> <p>Resource Link: Bloodborne Pathogens Program and Materials</p>		
<p>Hazard Communication Program</p>	<p>1) Develop a written Hazard Communication Program for your facility. Make a copy and title it to your facility. There are sample plans both for Vivage and WellAge in this folder.</p>		

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	<ol style="list-style-type: none">2) Edit the document by adding the requested information to each of the highlighted items – e.g. community name, responsible person, community specific locations. Note that responsibilities are assigned by the Job Title, not the employee name.3) Add your community logo to the document, or print the program on your community letterhead; replace the sample program in your safety binder with this. Download the master Chemical Inventory List from Google drive.4) Make a copy - Edit the list so that it only includes the chemicals used in your community. I have started a list with master chemical order from Western Paper. If you are not using the product, delete it and add any products not on this list.5) Download the associated SDS sheets for each of those chemicals - Print the inventory and SDS sheets and include them in your community's 'Right to Know' binder. The "Category" is in alphabetical order, this is how you will file the SDS sheets in the binder. Buy tabs for your SDS binder so that you can easily find any SDS sheet when requested.6) Prepare additional 'Right to Know' binders for each department with the chemicals used by that department included.7) Order containers and labels for any chemicals that are transferred into smaller containers for use. These items have been added to the formulary. If you need assistance identifying the correct items, please contact Gloria Martinez. __		
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	<p>8) Training: Employees should receive training upon hire and then any time a new chemical is used.</p> <p>9) Specific processes/responsibilities for employees of other companies: Any contractor doing work at your community should provide you with SDS's for any products they are using.</p> <p>Resource Link: Hazard Communication Program and Materials</p>		
Workplace Violence	To be determined		