

You can download a copy to use temporarily or order the poster free of charge from the NCDOL website at www.nclabor.com or by calling 1-800-625-2267.

Recording and Reporting Occupational Injuries and Illnesses (29 CFR 1904)

Under the OSHA recordkeeping rule, medical and dental offices are exempt from maintaining an official log of reportable injuries and illnesses (OSHA Form 300), unless the company is notified in writing by the Bureau of Labor Statistics (BLS) or NCDOL. All employers, including medical and dental offices, must report any work-related fatality, work-related in-patient hospitalization of one or more employees, work-related amputation, and work-related loss of an eye to the OSH Division. During working hours (weekdays, 8 a.m. to 5 p.m.), call 919-779-8560 or 1-800-625-2267. After working hours (5 p.m. to 8 a.m.), weekends or holidays, call the State Capitol Police at 919-733-3333 to report any work-related fatality or work-related in-patient hospitalization of two or more employees.

Helpful Resources

The OSH Division makes every effort to make information about its regulatory requirements readily available to the public. The full text of each standard in this brochure is available through the federal OSHA website at www.osha.gov. You can search for a specific subject by using the alphabetic index near the top of the home page or by clicking on the Regulations tab and choosing General Industry.

Models of a bloodborne pathogen exposure control plan and a hazard communication written program can be found on the NCDOL website at www.nclabor.com by navigating to the Quick Clicks box on the main page and selecting OSH Example Programs or by selecting the Safety/Health Topics A to Z link and choosing “Bloodborne Pathogens” and “Hazard Communication,” respectively.

A federal OSHA publication, Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communication Standards, contains models of

these two important documents that can be tailored to your business or office. Request Publication 3186-06R to receive this helpful resource.

Information on other areas of interest or concern, such as compressed gases, may be obtained by phone or email to OSH. The toll-free number is 1-800-625-2267. Questions about occupational safety and health standards and interpretations can be emailed to Ask.OSH@labor.nc.gov.

Requests for posters and other occupational safety and health publications can be made to the OSH Division’s Education, Training and Technical Assistance Bureau either by calling the toll-free number or directly at 919-807-2875 or by using the online order form at www.nclabor.com/pubs.htm.

Medical and dental practices and other small employers can also request free on-site assistance in developing and improving their safety and health program by contacting the Consultative Services Bureau of the OSH Division using the toll-free number above or online following the steps listed at www.nclabor.com/osa/consult/consult_steps.htm.



www.nclabor.com
1-800-625-2267

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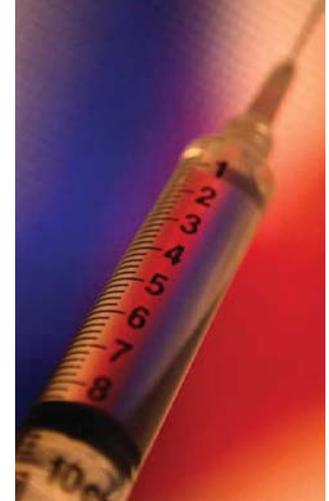
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Printed 2/17

500 copies of this public document were printed at a cost of \$50.60, or \$.10 per copy.



MEDICAL AND DENTAL OFFICES



A Guide to Compliance With North Carolina Occupational Safety and Health Standards



Cherie Berry
Commissioner of Labor

NCDOL Occupational Safety and Health Division

The NCDOL Occupational Safety and Health (OSH) Division's role is to ensure the safety and health of workers by setting and enforcing standards; providing training, outreach and education; establishing alliances and partnerships; and encouraging continual improvement in workplace safety and health. The OSH Division assists employers through consultation and enforcement to promote worker safety and health. Medical and dental offices are included in the workplaces covered under the Occupational Safety and Health Act of North Carolina.

This brochure provides only a glimpse of the most frequently found hazards and related OSH standards in medical and dental offices. Many other standards may apply. This information should not be used as a substitute for reading and becoming familiar with all applicable occupational safety and health standards. As an employer, you are responsible for following the requirements of the standards, all of which are available either on the federal OSHA website (www.osha.gov) or on the NCDOL website (www.nclabor.com) or by calling our toll-free number, 1-800-NC-LABOR (1-800-625-2267). Most materials are available at no charge through the website.

The following requirements include those that normally apply to medical and dental offices, regardless of the number of employees. Additional OSH standards may apply to some offices.

Bloodborne Pathogens Standard (29 CFR 1910.1030)

This standard is the most frequently requested and referenced OSH standard affecting medical and dental offices. Some basic requirements of the Bloodborne Pathogens Standard include:

- ❖ A written exposure control plan, to be updated annually.
- ❖ Use of universal precautions.
- ❖ Evaluation, implementation and use of safer engineered needles and sharps.
- ❖ Use of engineering and work practice controls and appropriate personal protective equipment (gloves, face and eye protection, gowns).

- ❖ Hepatitis B vaccine provided to exposed employees at no cost.
- ❖ Medical follow-up in the event of an exposure incident.
- ❖ Use of labels or color-coding for items such as sharps disposal boxes and containers for regulated waste, contaminated laundry and certain specimens.
- ❖ Employee training.
- ❖ Proper containment of all regulated waste.

Hazard Communication Standard (29 CFR 1910.1200)

The Hazard Communication Standard is sometimes called the "employee right-to-know" standard. It requires employee access to hazard information. The basic requirements include:

- ❖ A written hazard communication program.
- ❖ A list of hazardous chemicals (such as alcohol, disinfectants, anesthetic agents, sterilants and mercury) used or stored in the office.
- ❖ A copy of the safety data sheet (SDS) for each chemical (obtained from the manufacturer) used or stored in the office.
- ❖ Labels on original and secondary containers.
- ❖ Employee training.

Ionizing Radiation Standard (29 CFR 1910.1096)

This standard applies to facilities that have an X-ray machine and requires the following:

- ❖ A survey of the types of radiation used in the facility, including X-rays.
- ❖ Restricted areas to limit employee exposures.
- ❖ Employees working in restricted areas must wear personal radiation monitors such as film badges or pocket dosimeters.
- ❖ Rooms and equipment may need to be labeled and equipped with caution signs.

In North Carolina, the licensing and regulation of X-ray and other ionizing radiation sources is administered by the N.C. Department of Health and Human Services, Radiation Protection Section (RPS). Through a memorandum of agreement with the OSH Division, RPS will be the primary inspecting agency for sites such as medical and dental offices where X-rays and other ionizing radiation sources are used.

Exit Route Standards (Subpart E—29 CFR 1910.35-39)

These standards include the requirements for providing safe and accessible building exits in case of fire or other emergency. It is important to become familiar with the full text of these standards because they provide details about signage and other issues. The OSH Division's Consultative Services Bureau can help, or your insurance company or local fire/police service may be able to assist you. The basic responsibilities include:

- ❖ Exit routes sufficient for the number of employees in any occupied space.
- ❖ A diagram of evacuation routes posted in a visible location.

Electrical Standards (Subpart S—Electrical, 29 CFR 1910.301-399)

These standards address electrical safety requirements to safeguard employees. The electrical standards apply to electrical equipment and wiring in hazardous locations. If you use flammable gases, you may need special wiring and equipment installation. In addition to reading the full text of the standard, you should check with your insurance company or local fire department, or request help from the Consultative Services Bureau.

NCDOL Poster

Every workplace must display the NCDOL poster (NCDOL Publication 1400). The poster explains worker rights to a safe workplace and how to file a complaint. The poster must be placed where employees will see it.