

COMPLIANCE COORDINATOR'S GUIDE

for

Dental Healthcare Settings

Employers are responsible for the safety and health of employees in the workplace. Most healthcare employers delegate this responsibility to a trusted employee who acts as the "Compliance Coordinator" in the workplace. It's the job of the Compliance Coordinator to ensure that the day-to-day activities necessary for maintaining a safe workplace are carried out as well as answering safety-related questions that may arise. This may sound like a formidable assignment but it doesn't have to be. Once the workplace is in compliance, keeping it that way is easy. Harris Biomedical helped get the practice in compliance and we're here to help you any time you need us. Whenever you have a question, we're just a phone call away. Here are your basic duties as the Compliance Coordinator in your office:

ANNUALLY

- Provide Employee Safety & Health training required by OSHA your state's equivalent agency.
- Maintain training records for the current year plus three previous years.
- Conduct and document a hazard assessment for PPE in your workplace. This ensures that PPE is adequate, being used properly and identifies tasks where additional PPE might be needed. You can use the "*Certification of Hazard Assessment*" form your Harris Biomedical Employee Safety and Health manual.
- Review and update your Employee Safety and Health programs. Harris Biomedical does this for you and notifies you when updates are needed.
- Service or replace fire extinguishers. Have the company identified on the inspection tag service the extinguishers or purchase replacement extinguishers.
- Document evaluation of safer sharps devices. You can use the "*Sharps Device Evaluation*" found in the forms section of the Exposure Control program in your Harris Biomedical Employee Safety and Health manual.
- Conduct an Evacuation drill. This is only a recommendation.

QUARTERLY

- Test water quality of all dental units. Test to ensure that your dental unit water meets the EPA drinking water standard of 500 CFU per ML of bacteria. Testing is recommended by the CDC, ADA, and OSAP, and is currently required by law in 32 states.

MONTHLY

- Conduct and document a safety meeting. If you have eleven or more employees you must have a safety committee with an elected chairperson. You can use the "*Safety Meeting Minutes*" form you'll find in the forms section of the Accident Prevention program in your Harris Biomedical Employee Safety and Health manual.
- Visually inspect each fire extinguisher to ensure it is fully charged. See that the needle is in the green part of the dial. Initial the inspection tag of each extinguisher after monthly inspection.

WEEKLY

- Spore test each sterilizer Spore testing is recommended by CDC, ADA and OSAP, and most states now require weekly spore testing. Maintain test records according to your state's requirement.
- Activate the eyewash station to ensure functionality and maintain a log.

DAILY

- Observe and enforce all workplace safety rules.

IMMEDIATELY

- Respond to exposure incidents: offer a medical evaluation to the exposed employee; document the incident; and, ask the source patient to test voluntarily. To ensure that your response to the incident is properly documented, you can use the "*Exposure Incident Kit*" found in the front pocket of your Harris Biomedical Employee Safety and Health manual. If you have any questions, immediately call Harris Biomedical at 866-548-2468.
- Investigate and document all workplace accidents. You can use the "*Accident Report*" form found in the forms section of the Accident Prevention program in your Harris Biomedical Employee Safety and Health manual.

AS NEEDED

- Conduct and document training for new or reassigned employees as well as employees requiring remedial training. Ensure that training includes OSHA and HIPAA requirements. Harris Biomedical offers Webinar training as an option. Just call us at 866-548-2468.
- Conduct new employee orientation review your operations and safety protocols with new employees. "Shadowing" an experienced employee is recommended.
- Verify BLS. Ensure that Basic Life Support or CPR cards of clinical staff are current. Your state may have specific requirements regarding the class content and certification or individual licensee requirements.
- Verify availability of any required emergency equipment such as AED and portable oxygen – check expiration dates of required emergency medications, AED pads and batteries.
- Verify that all clinical staff members are licensed or registered as required by your state's dental board.
- Conduct a patient medical emergency drill. This is a Harris Biomedical recommendation but certain emergency drills are now required by the dental board in some states.

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COMPLIANCE SERVICES