

OSHA Onboarding Process

OSHA TRAINING

- * All new employees must receive OSHA training before the employee is put at risk for exposure
- * Must be during normal working hours and at no expense to the employee
- * Must cover all hazards the employee may be exposed to
- * Training records must be kept for 3 years
- * **Remember:** after the initial OSHA training, all employees must receive training when a new hazard is introduced, and all employees must receive refresher OSHA training annually!

EXPOSURE RISK IDENTIFICATION

- * Must identify each employee's occupational exposure risk while performing their job duties
- * Employee's exposure risks should be classified into different risk groups or categories
- * **Remember:** an exposure risk identification must be completed for each employee annually!
- * Must be documented and kept for 3 years

HEPATITIS B VACCINATION

- * Must offer the Hepatitis B immunization after receiving OSHA training and within 10 working days of their initial assignment to each occupationally exposed employee
- * If the employee accepts, the employee must receive the first shot within the first 10 working days of assignment
- * Must be done at no cost to the employee and must be done during normal scheduled working time of the employee
- * The consent or declination of the immunization must be documented with the employee's signature
- * Must be kept confidentially for 30 years after employment

TUBERCULOSIS TESTING

- * TB testing is required if the practice performs high-risk procedures on patients suspected or known to have active pulmonary tuberculosis or the practice performs dental procedures in a hospital or a correctional institute
- * TB testing should be offered after receiving OSHA training and within 10 working days of the employee's initial assignment
- * The consent or declination of the testing must be documented with the employee's signature
- * OSHA does not have a formal standard for Tuberculosis, however OSHA will enforce the CDC guidelines under the General Duty Clause

EMPLOYEE MEDICAL FILE

- * Must include the name of the employee, SSN, job title, HBV immunization documentation, and exposure records
- * Must be maintained for the duration of employment, plus 30 years if employment lasts at least 12 months
 - * If employment lasts less than 12 months, the practice can provide the file to the employee when employment ends