

OSHA IS COMING!

2 CEU'S FOR RCFE AND ARF ADMINISTRATORS



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Course Objectives

1. Review what OSHA and Cal-OSHA are and discuss their purpose;
2. Discuss OSHA compliance items, such as a Hazard Communication Plan;
3. Discuss bloodborne pathogens, PPE's and universal precautions; and
4. Prepare you for an OSHA visit!

Definitions

DSS = Department of Social Services

RCFE = Residential Care Facility for the Elderly

ARF = Adult Residential Facility

LPA = Licensing Program Analyst

SNF = Skilled Nursing Facility

AD = Alzheimer's Disease

SB/AB = Senate Bill/Assembly Bill

Resident = anyone living in long-term care

Sources

Many sources were consulted to prepare this course.

At the end of the course, these sources are listed.



Why?

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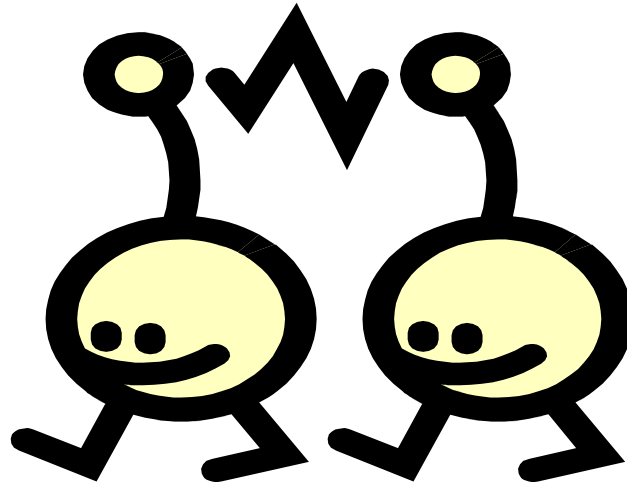
In 2021, 462 employees in California were killed at work. Nationwide, a total of 5,190 fatal work injuries were recorded in 2021.*

The average OSHA fine** is now \$15,625 per violation and the maximum penalty for willful or repeated violations is \$156,259 per violation.

Are you prepared???

*Source: https://www.bls.gov/regions/west/news-release/fatalworkinjuries_california.htm

**Source: <https://www.osha.gov/news/newsreleases/trade/01122023#:~:text=17%2C%202023,violation%20to%20%24156%2C259%20per%20violation.>



YOU WILL NOTICE THAT OSHA
REQUIREMENTS AND DSS/DHS
REQUIREMENTS ARE VERY SIMILAR....

Who is OSHA?

OSHA – Occupational Safety and Health Administration

Their mission is to save lives, prevent injuries, and protect the health of America's workers.

OSHA is a part of the US Dept. of Labor

It was started in 1970 with the passing of the Occupational Safety and Health Act.

What is OSHA?

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Occupational Safety and Health Act of 1970



"To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health."

OSHA

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Their
website is:

OSHA.GOV



What is Cal/OSHA?



Cal/OSHA is California's Division of Occupational Safety and Health

You can find information about Cal/OSHA on the Department of Industrial Relation's website.

Website:

<https://www.dir.ca.gov/dosh/>

What is Cal-OSHA?

The Cal/OSHA Enforcement Unit conducts inspections of California workplaces based on:

- worker complaints
- accident reports
- high hazard industries (i.e., health care)



OSHA Agenda

Compliance requirements:

- Injury and Illness Prevention Plan
- Exposure Control Plan
- Bloodborne pathogen training
- Hepatitis B Offer/Declination
- Disaster Training
- Personal Protective Equipment (PPE's)
- Infection Control
- Hazard Communication Plan
- Reporting injuries and illnesses (OSHA 300 Log)
- Ergonomics and Safety training

Injury and Illness Prevention Plan

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aka “IIPP”

A **written plan** is required for ALL employers.

For 1-9 employees, you are allowed to *verbalize* job hazards to your employees – but you still need an IIPP.

Injury and Illness Prevention Plan (cont'd)

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Your IIPP must include and address:

- Management commitment/assignment of responsibilities;
- Safety communications system with employees;
- System for assuring employee compliance with safe work practices;

Injury and Illness Prevention Plan (cont'd)

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Your IIPP must include and address (cont'd):

- Scheduled inspections/evaluation system;
- Accident investigation;
- Procedures for correcting unsafe/unhealthy conditions;
- Safety and health training and instruction; and
- Recordkeeping and documentation.

Bloodborne Pathogens

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OSHA requires us to train our employees on bloodborne pathogens. This training includes:

- ▶ Bloodborne diseases
- ▶ Proper hand washing techniques
- ▶ Gloving procedures
- ▶ Use of protective barriers
- ▶ Universal precautions
- ▶ Proper disposal of Sharp items
 - ▶ Must keep a Sharps Injury Log

A close-up, microscopic view of several red blood cells. The cells are spherical and have a reddish-pink hue, with a slightly textured surface. They are arranged in a cluster, with some cells in the foreground being more prominent than others in the background.

Bloodborne Pathogens

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What are they?

They are viruses which are born in human blood and bodily fluids.

Most common are HIV and Hepatitis B.

Bloodborne Pathogens

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They are transmitted when contaminated blood or body fluids enter the body of another person.

This can occur through a number of pathways, such as:

Accidental puncture by a sharp object contaminated with the pathogen;

Bloodborne Pathogens

2. Open cuts or skin abrasions coming in contact with contaminated blood or body fluids;
3. Sexual contact; or
4. Indirect transmission – like a person touches dried or caked on blood and then touches their eyes, mouth or nose or an open cut.

Bloodborne Pathogens

They are not transmitted by:

- touching an infected person;
- through coughing or sneezing; or
- by using the same equipment, materials, toilets, water fountains or showers as an infected person.



Bloodborne Pathogens

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Per WebMD*,

Your chances of catching a disease from a single needle stick are usually very low. About 1 out of 300 health care workers accidentally stuck with a needle from someone with HIV get infected. But for hepatitis B, the odds can be as high as nearly 1 in 3 if the worker hasn't been vaccinated for it.

*Source: <https://www.webmd.com/hiv-aids/needle-stick-injury-what-do#:~:text=Your%20chances%20of%20catching%20a,t%20been%20vaccinated%20for%20it.>



Bloodborne Pathogens

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The 2 bloodborne pathogens we need to worry about in our industry are:

Hepatitis B
HIV

Bloodborne Pathogens – Hep B

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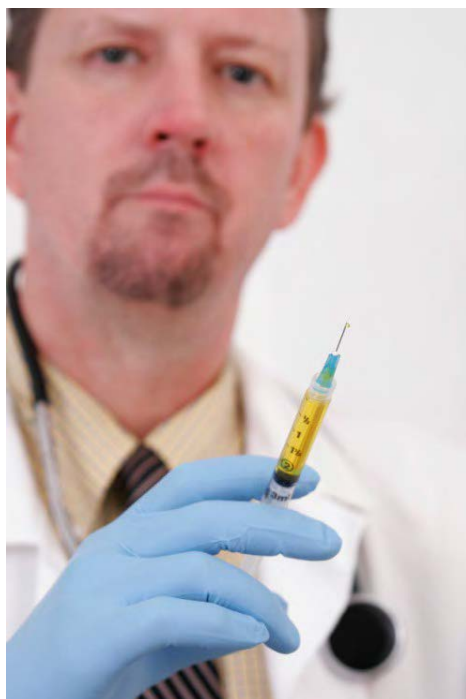
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All employees in the Health Care Industry who perform procedures that involve inherent at-risk potential for bloodborne pathogens must be offered the Hepatitis B vaccine **within 10 days of hire.**

If the employee declines, they must sign a declination form – keep this in their employee file.

Bloodborne Pathogens – Hep B

AS AN EMPLOYER, IF THE EMPLOYEE WANTS THE HEP B VACCINATION, YOU MUST ARRANGE IT AND PAY FOR IT.



Bloodborne Pathogens – Hep B

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Assisted Living Education

You will need to prepare an “acceptance” or “declination” form for every employee to sign (sample following).

This must also state that if an employee initially declines to receive it, and they change their mind, you **MUST** arrange for it and pay for it.

Bloodborne Pathogens – Hep B

Sample letter – first explain bloodborne pathogens and have them make a choice...

Hepatitis B, a serious disease. If I continue to have occupational exposure to blood or OPIM and wish to be vaccinated with Hepatitis B vaccine in the future, I can receive the vaccination series at no charge.

After reading the above information about Hepatitis B vaccine, please read and sign the following release indicating your decision regarding the vaccine.

_____ I do not wish to receive the vaccine.

_____ I have already been given the vaccine on _____ (month, day and year).

_____ I wish to receive the vaccine.

I hereby certify that I have fully and completely read and understand the above information regarding the administration of the Hepatitis B vaccination series.

Print name

Signature

Bloodborne Pathogens – Hep B

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Assisted Living Education

The vaccine protects a person for 5-7 years. It is a 3-vaccine series:

Vaccine 1 – given when an employee requests it.

Vaccine 2 – given 30 days after vaccine 1

Vaccine 3 – given 6 months after vaccine 1.



The series must be completed in its entirety to be effective.

Bloodborne Pathogens – HIV

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Human Immunodeficiency Virus (HIV)



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graph TD; A[Human Immunodeficiency Virus (HIV)] --> B[HIV is the 2nd most common, serious infectious virus.]; B --> C[This virus leads to the disease known as AIDS.];
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The diagram consists of three yellow rectangular boxes with rounded corners, arranged vertically. The top box contains the title 'Human Immunodeficiency Virus (HIV)'. A white arrow points from the bottom of this box to the top of the middle box. The middle box contains the text 'HIV is the 2nd most common, serious infectious virus.'. Another white arrow points from the bottom of the middle box to the top of the bottom box. The bottom box contains the text 'This virus leads to the disease known as AIDS.'.

HIV is the 2nd most common, serious infectious virus.

This virus leads to the disease known as AIDS.

Bloodborne Pathogens – HIV (cont'd)

Human Immunodeficiency Virus (HIV)

- HIV attacks the body's immune system, making the body less able to fight off infections.
- In most cases, these infections eventually prove fatal.
- NOTE: There is no vaccination to prevent HIV.

Bloodborne Pathogens – HIV (cont'd)

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HIV – How is it transmitted?

- ▶ Similar to Hepatitis B, HIV is transmitted through bodily fluids such as blood, semen, vaginal secretions and breast milk.
- ▶ However, there is **no** evidence that HIV is transmitted through saliva, tears or sweat.
- ▶ HIV is not transmitted by touching, feeding or working around residents who carry the disease.

Bloodborne Pathogens – HIV (cont'd)

Yikes! My employee may have been exposed. What do I do?

- ❖ Thoroughly wash the exposed area of the body with warm water, then scrub with soap and water.
- ❖ Send them to the medical clinic to get a medical evaluation and follow-up treatment.
- ❖ **DOCUMENT!!!!!!!** Report to OSHA, if required.





COVID-19

COVID-19 is considered a workplace hazard and most employers must address COVID-19 prevention under their workplace IIPP.

COVID-19

Cal-OSHA has created this sample COVID-19 Prevention Program (CPP) for Employers. You can find the link to this below to customize it for your facility:

https://www.dir.ca.gov/dosh/dosh_publications/CPP.doc

PPE's

Both DSS and OSHA regulations require us, as employers, to provide PPE's to our employees.

- * What does "PPE" stand for?
- * What are some of the PPE's that we have to provide?

PPE's

PPE = Personal protective equipment

These provide a barrier between the user and the infectious material or chemical.

They include: gloves, masks and gowns



PPE's

You must train your staff:

- When to use a PPE
- Proper hand washing techniques
- Universal precautions



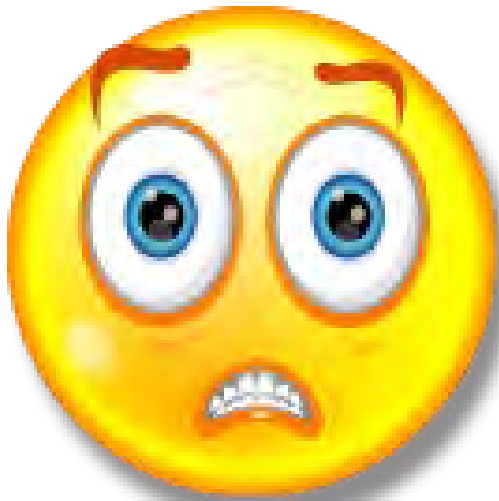
Universal Precautions

DSS defines "Universal Precautions" as an approach to infection control that treats all human blood and body fluids as if they are infectious.

This is when we need our PPE's.

Exposure Control Plan

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Oh, no....my employee got stuck by a needle!!

Now what?

You turn to your OSHA-required written **Exposure Control Plan**.

Exposure Control Plan

This must be reviewed with all new employees and annually, thereafter.

Make sure your employees know where your Plan is kept.

Exposure Control Plan

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Plan components:

1. A statement saying that you're committed to providing a safe and healthful work environment for your entire staff.
2. Exposure determination: This process involves identifying all the job classifications, tasks, or procedures in which your employees may have occupational exposure to blood or a bloodborne pathogen.
3. Implementation of various methods for exposure control, like: Universal precautions, PPE's, and housekeeping practices
4. Hepatitis B vaccination information
5. Post-exposure evaluation and follow-up
6. Information and training
7. Recordkeeping

Exposure Control Plan

Your Plan must be updated annually, per OSHA.

You must document that you have reviewed it with staff, asked for their input and updated it, if needed.



Exposure Control Plan

OK - let's go back to when your employee got stuck by the needle. Now what?

- ➔ OSHA *requires* employers make immediate confidential medical evaluation and follow-up available for workers who have an exposure incident, such as a needlestick.
- ➔ Immediately following exposure to blood or body fluids:
 - ➔ Wash needlesticks and cuts with soap and water.
 - ➔ Flush splashes to the nose, mouth or skin with water.
 - ➔ Irrigate eyes with clean water, saline or sterile irrigants.

Exposure Control Plan (cont'd)

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1. Exposure incidents must be reported immediately to the employer since they can lead to Hep B, Hep C or HIV.
2. The employee needs to go to your health clinic for immediate evaluation of the employee. *Note: the employee can refuse this but it should be documented.*
3. If the employee consents, blood can be tested for exposure.

Exposure Control Plan (cont'd)

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Assisted Living Education

4. You must offer post-exposure counseling to the employee.
5. The health clinic will provide the employer with a limited written opinion and all diagnoses must remain confidential.
6. Training must be done with all staff regarding the potential exposure.



Exposure Control Plan (cont'd)

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So, my employee went to get their blood drawn and now they are afraid to have it tested.....

As an employer, you must ensure that the employee's blood sample is preserved for at least 90 days in case they change their mind about HIV testing.

Exposure Control Plan

You must also obtain and provide the employee with a copy of the clinic's **written opinion** within 15 days of completion of the evaluation.

This must include:

1. Whether the Hep B vaccination was recommended for the employee;
2. Whether or not the employee received the vaccination; and
3. That the clinic informed the employee of the results of the evaluation and any medical conditions resulting from exposure to the blood, etc. which require further evaluation or treatment.

OSHA 300 Log

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- This is a log of work-related injury and illness incidents.
- The Log classifies each incident and records the extent and severity of each case.
- The Log also tracks days missed from work restricted work activity or job transfers.

OSHA Forms for Recording Work-Related Injuries and Illnesses

Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records for 2004. These new forms have changed in several important ways from the 2003 recordkeeping forms.

In the December 17, 2002 Federal Register (67 FR 77165-77170), OSHA announced its decision to add an occupational hearing loss column to OSHA's Form 300, Log of Work-Related Injuries and Illnesses. OSHA will also incorporate the additional column into OSHA's Form 301, Injury and Illness Incident Report. Employers required to complete the injury and illness forms must begin using the new forms on January 1, 2004. OSHA has made several changes to the forms package to make the recordkeeping materials clearer and easier to use:

- On Form 300, we've made the column heading "Classify the Case" more prominent to make it clear that employers should mark only one selection among the four columns offered.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

Occupational Safety and Health Administration
U.S. Department of Labor

What's Inside...

In this package, you'll find everything you need to fill out OSHA's Log and the Summary of Work-Related Injuries and Illnesses for the next several years. On the following pages:

- ▼ **An Overview: Recording Work-Related Injuries and Illnesses** — General instructions for filling out the forms and definitions of terms you should use when you report cases as injuries or illnesses.

- ▼ **How to Fill Out the Log** — An example to guide you in filling out the Log properly.

- ▼ **Log of Work-Related Injuries and Illnesses** — Several pages of the Log (but you may make as many copies of the Log as you need.) Notice that the Log is separate from the Summary.

- ▼ **Summary of Work-Related Injuries and Illnesses** — Removable Summary pages for easy posting at the end of the year. Note that you post the Summary only, not the Log.

- ▼ **Worksheet to Help You Fill Out the Summary** — A worksheet for figuring the average number of employees working at your establishment and the total number of employees.

- ▼ **OSHA's 301: Injury and Illness Incident Report** — A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form.

Take a few minutes to review this package. If you

OSHA 300 Log

OSHA requires businesses with 10+ employees to maintain an OSHA 300 Log every year.

There are random requests for these Logs by OSHA every year.

OSHA 300 Log

Here's the link for the form:

<http://www.osha.gov/re-cordkeeping/new-osha300form1-1-04.pdf>

OSHA 300 Log

What is logged on the 300:

- ➔ Deaths
- ➔ Loss of consciousness
- ➔ More than 3 days away from work
- ➔ Injuries or illnesses that restrict work activity or require a job transfer; or
- ➔ Injuries or illnesses that require medical treatment beyond first aid.

OSHA 300 Log

This Log is used in conjunction with the OSHA 301 Injury and Illness Incident Report.

The 301 is required when a reportable work-related injury or illness occurs.



OSHA 300 Log

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The 300 lists the injuries and illnesses

The 300A is the Summary Form – this must be completed and posted in a visible location at the end of the year for your employees to review.

Post February 1st – April 30th

OSHA's Form 300A (Rev. 04/2004) Summary of Work-Related Injuries and Illnesses

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

OSHA 300 Log

The 300 Log and Summary must be kept for at least 5 years following the year to which they pertain.

You do not have to send them to OSHA.

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More OSHA Regulations

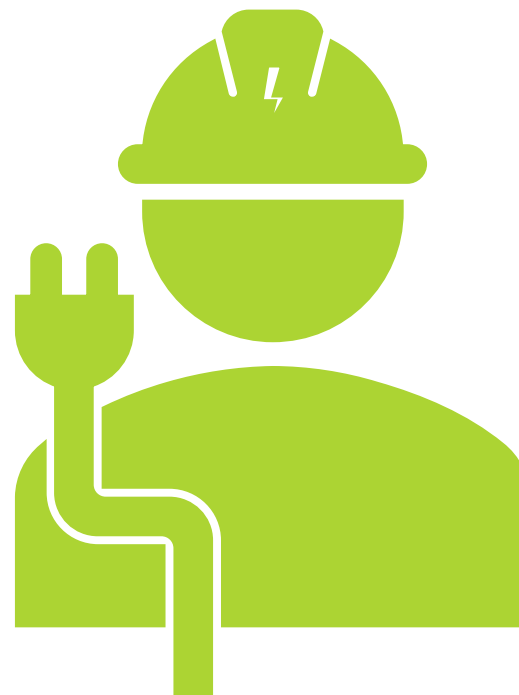
- You must notify OSHA within **8** hours of a workplace incident in which there is a death or when three or more workers go to a hospital.
- OSHA requires you to TB test your employees annually.



More OSHA Regulations

Safety and Ergonomics training:

- This means that we teach our employees how to lift properly, how to transfer properly.....
- The goal is to improve an employee's work performance and reducing the chance of accident or injury!



Safety and Ergonomics

Teach your employees:

1. How to lift using their leg muscles – NOT their back muscles! Bend at the knees and push up – not from waist.
2. Not to lift more than they can carry.
3. Never pick up a resident up off the floor.
4. Grab another caregiver to help.
5. How to transfer a resident properly.

Safety and Ergonomics

Teach your employees (cont'd).....

6. To report all unsafe areas, items, etc. to you immediately.
7. Clean up any water or spills on the floor.
8. Don't use towels or tablecloths on spills – they are slipping hazards.
9. Wash their hands constantly!

Cleaning and Disinfecting



Recommended by DSS:

A basic bleach solution made fresh daily by mixing 1/4 cup household liquid chlorine bleach in one gallon of tap water, or one tablespoon bleach in one quart of water.

OSHA is at my door!

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OSHA Inspections

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Assisted Living Education

Because OSHA fines start at around \$15,000 per violation*, you should be prepared for their visit, even though they may never visit your facility.

The following is a checklist should OSHA arrive for an inspection:

- Do not panic. Remain rational.
- Make sure he/she is a real compliance officer by verifying credentials.

*Source:

<https://www.osha.gov/news/newsreleases/trade/01122023#:~:text=17%2C%202023.,violation%20to%20%24156%2C259%20per%20violation.>

OSHA Inspections

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Checklist (cont'd):

- Ask how you were picked and the scope of the inspection.
- Answer questions forthrightly, but do not volunteer too much information.
- Take notes for yourself.
- Have your written policies and documents ready and available.
- Be patient. If you rush the compliance officer, he/she might look harder.

OSHA Inspections

Checklist (cont'd):

- Accompany the compliance officer during the entire walk-thru.
- Take a photo when the compliance officer does.
- Correct the easy infractions immediately.
- Take advantage of the compliance officer's experience. Ask "How can that be fixed?"
- Do not take anything personally.
- Remain professional.

OSHA Inspections

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STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

www.dir.ca.gov/DOSH

DOCUMENT REQUEST

EMPLOYER: _____ DATE: _____ Postmark by: _____
EMPLOYER CONTACT: _____ Cal/OSHA Inspector: _____

As discussed during the inspection on _____, it has been determined that copies of the following documents are required for review. Please provide the Cal/OSHA inspector with the required copies by the "postmark" date noted above. If the copies are not provided by that date, it will be interpreted as an admission that the documents do not exist, and possible citations and monetary penalties could result.

Federal ER ID No./

<input type="checkbox"/> Licenses & Permits: <input type="checkbox"/> Business License <input type="checkbox"/> State ER Tax ID No. <input type="checkbox"/> CSLB <input type="checkbox"/> Garment Reg. <input type="checkbox"/> Farm Labor Contractor	Rec'd _____
<input type="checkbox"/> Facility Layout (floor plan, evacuation routes, etc)	Rec'd _____
<input type="checkbox"/> OSHA Log 300 (from _____ to _____) § CCR 14301	Rec'd _____
<input type="checkbox"/> OSHA 5020 (Employer's First Report of Injury)	Rec'd _____
<input type="checkbox"/> DWC Form 1 (Worker's Compensation Claim)	Rec'd _____
<input type="checkbox"/> Worker's Compensation Insurance Carrier	Rec'd _____
<input type="checkbox"/> Injury and Illness Prevention Program (written safety program) § CCR 3203	Rec'd _____
<input type="checkbox"/> Safety Inspection Records	Rec'd _____
<input type="checkbox"/> Employee Training Records	Rec'd _____
<input type="checkbox"/> Safety Committee Meeting Minutes	Rec'd _____
<input type="checkbox"/> Heat Illness Prevention Program § CCR 3395	Rec'd _____
<input type="checkbox"/> First Aid Kit approval § CCR 3400	Rec'd _____
<input type="checkbox"/> Emergency Action Plan § CCR 3220	Rec'd _____
<input type="checkbox"/> Fire Prevention Plan § CCR 3221	Rec'd _____
<input type="checkbox"/> Hazard Communication Program § CCR 5194	Rec'd _____
<input type="checkbox"/> Material Safety Data Sheets, for _____	Rec'd _____
<input type="checkbox"/> Respiratory Protection Program § CCR 5144	Rec'd _____
<input type="checkbox"/> Hearing Conservation Program (Noise) § CCR 5097	Rec'd _____
<input type="checkbox"/> Exposure Control Plan / Bloodborne Pathogens § CCR 5193	Rec'd _____
<input type="checkbox"/> Workplace Exposure Records/Monitoring Results	Rec'd _____

You may receive a report from the officer called a "Document Request".

- Notify the OSHA office after you have made the corrections or if you are having problems making them.
- A good faith effort to correct citations in a timely manner will make a favorable impression on the inspector and may help to decrease a fine.
- **Do not let deadlines pass for corrections, contests of violations, etc.**
- Do not be reluctant to call the local office for assistance or interpretation.

OSHA Inspections

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Be prepared to answer the following questions that may be asked during an OSHA inspection:

1. Is this facility part of a larger firm?
2. Where is the main office located?
3. Do the employees belong to a union?
4. How many people are employed at this location?
5. How large is the facility in approximate square feet?
6. What is the Federal Tax I.D. number?

OSHA Inspections

Be prepared to answer the following questions that may be asked during an OSHA inspection (cont'd):

7. What type of fire protection systems do you have?
8. What kind of safety program is in place?
9. Describe your safety record.
10. If you have a safety committee, how often does it meet?
11. Are accidents investigated? If so, by whom?
12. What type of first aid facility do you have?
13. Explain the safety training program provided to employees.

California Department of Social Services – RCFE and ARF Regulations and Policies and Procedures

OSHA.gov – Laws, Regulations and Forms

www.bls.gov/regions/west/newsrelease/fatalworkinjuries_california.htm

www.osha.gov/news/newsreleases/trade/01122023#:~:text=17%2C%202023.,violation%20to%20%24156%2C259%20per%20violation.

WebMD

Cal-OSHA: www.dir.ca.gov/dosh/

www.dir.ca.gov/dosh/dosh_publications/CPP.doc

Conclusion

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Assisted Living Education
thanks you for attending our
course.

We look forward to seeing
you again at another of our
courses!