

Component I: Core

Module C: Safety

Topic 1: Occupational Safety and Health Administration

Statement of Purpose

To prepare the learner with the basic knowledge and skills necessary for understanding of Occupational Safety and Health Administration and its functions.

Student Learning Outcomes

Upon completion of this topic, the learner will be able to:

1. Spell and define key terms.
2. State the purpose of the Occupational Safety and Health Administration (OSHA).
3. Describe how students are affected by OSHA.
4. Discuss what happens during an OSHA inspection.

Terminology

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| 1. Biohazard | 13. Medical waste |
| 2. Bloodborne pathogen standard | 14. Occupational Exposure to Hazardous Chemicals in the Laboratory Standard |
| 3. Chemical hygiene plan | 15. OSHA Illness and Injuries Incident Record Keeping (Forms 300, 300-A, 301) |
| 4. Contaminated | 16. Personal Protective Equipment (PPE) |
| 5. Compliance | 17. Pathogen |
| 6. Exposure control plan | 18. Safety officer |
| 7. Fume hood | 19. Spill kit |
| 8. Glove boxes | 20. Sharps containers |
| 9. Hepatitis B vaccine | 21. Standard precautions |
| 10. Infectious waste | |
| 11. Mandatory | |
| 12. Material Safety Data Sheet (MSDS) | |

References

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5. Kronenberger, J., Southard D. L., & Woodson, D. (2012). *Comprehensive Medical Assisting* (4th Ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.
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Content Outline/Theory Objectives	Suggested Learning Activities
<p>Objective 1 Spell and define key terms.</p> <ul style="list-style-type: none"> A. Review the terms listed in the terminology section. B. Spell the listed terms accurately. C. Pronounce the terms correctly. D. Use the terms in their proper contexts. 	<ul style="list-style-type: none"> A. Games: word searches, crossword puzzles, Family Feud, Jeopardy, bingo, spelling bee, hangman and concentration. B. Administer vocabulary pre-test and post-test. C. Discuss learning gaps and plan for applying vocabulary.
<p>Objective 2 State the purpose of the Occupational Safety and Health Administration (OSHA).</p> <ul style="list-style-type: none"> A. OSHA, a division of the U.S. Department of Labor, has created federal laws to protect health care workers from health hazards on the job. B. Establishes enforceable requirements for work place safety. C. OSHA regulations are intended to ensure that employers provide a safe and healthful work environment for their employees through two standards: the Occupational Exposure to Hazardous Chemicals in the Laboratory Standard and the Bloodborne Pathogen Standard. These are mandatory for all employers. <ul style="list-style-type: none"> 1. Exposure plan for contact with blood and other body fluids or broken skin that require use of PPE <ul style="list-style-type: none"> a. Protective waterproof clothing. b. Gloves. c. Masks. d. Goggles. e. Face shields to protect eyes, nose or mouth. 2. After exposure all exposed areas must be decontaminated <ul style="list-style-type: none"> a. 10% bleach or other appropriate solution. b. Germ killing solution containing glutaraldehyde (Cidex®, Sonacide®) approved by the Environmental Protection Agency (EPA). c. Regularly decontaminate receptacles such as bins, pails and cans. d. Never pick up broken glass with hands, use tongs even when wearing gloves. e. Dispose any potentially infectious waste materials in biohazard bags. 3. Sharp equipment <ul style="list-style-type: none"> a. Disposable sharp equipment used must not be bent, broken, recapped or tampered with in order to decrease exposure to other staff. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use posters/videos/computer assisted learning/workbook activities. D. Guest speakers. E. Material Safety Data Sheets (MSDS) as examples. F. Personal Protective Equipment (PPE). G. On small cards, list titles of OSHA regulations <ul style="list-style-type: none"> 1. Exposure and post-exposure incidents. 2. Protective gear and when to use. 3. Sharps. 4. Hazardous materials. 5. Radiation. 6. Infectious wastes. 7. Other (student may pick an OSHA subject). H. Have groups of three or four students pick one of the papers, until all groups have a subject. I. Each group develops a training plan for their subject. J. Presents to the class using their plan. K. Multimedia is encouraged. L. Students may refer to

<ul style="list-style-type: none"> <ul style="list-style-type: none"> b. Reusable sharp equipment must be placed as soon as possible into puncture-resistant containers and taken to a reprocessing area. 4. Exposure incidents <ul style="list-style-type: none"> a. Sharps injury most common. b. If exposure incident occurs the manager must be notified immediately. 5. Post-exposure incidents <ul style="list-style-type: none"> a. Post-exposure evaluation and follow up procedures. b. Free medical evaluation. c. Referral to a licensed health care provider for preventive exposure counseling. d. Diagnostic blood sample and medication to treat. e. Employee may refuse medical evaluation and treatment. 6. Chemical hygiene plan <ul style="list-style-type: none"> a. Fume hood. b. Glove boxes. c. Designated safety officer. d. Provisions for housekeeping and facility maintenance and standard precautions. 7. Hazardous chemical information <ul style="list-style-type: none"> a. Inventory quantity of each chemical. b. MSDS sheets, alphabetized, available to all employees in the workplace. c. Educational program presented within 30 days of employment and before handling chemicals. d. Compliance for infectious waste disposal. e. Spill kit availability. 8. Bloodborne pathogen standard for all biohazards. 9. Training requirements <ul style="list-style-type: none"> a. Part of OSHA's hazardous substance regulations. b. Every employee exposed on the job is given free information and training during work hours. c. When a new chemical is introduced to the medical office, there must be training. 	<p>www.osha.gov.</p>
<p>Objective 3 Describe how students are affected by OSHA.</p> <ul style="list-style-type: none"> A. OSHA and students <ul style="list-style-type: none"> 1. Students do not fall under OSHA guidelines. 2. Students should still follow OSHA guidelines. 3. Students should avoid exposure by using PPE and reviewing MSDS. 4. Student exposure should be reported immediately to instructor. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use posters/videos/computer assisted learning/workbook activities.

<ul style="list-style-type: none"> 5. Post-exposure guidelines should be followed, except for filling out the OSHA 300, 300-A and 301 forms. 6. Many colleges require first Hepatitis B vaccine six months prior to externship. 	
<p>Objective 4 Discuss what happens during an OSHA inspection.</p> <ul style="list-style-type: none"> A. Office inspection <ul style="list-style-type: none"> 1. In response to a complaint. 2. Sometimes OSHA may just show up at facility. B. Noncompliance with regulations <ul style="list-style-type: none"> 1. Not providing protective equipment. 2. Nursing staff not wearing equipment though it is provided. C. If serious offense, the penalty for noncompliance of regulations is the suspension of Medicare license. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Use posters/videos/computer assisted learning/workbook activities.