

With The Compliments Of The HIPAA Journal

OSHA & HIPAA COMPLIANCE CHECKLIST

These checklists are composed of general questions about the measures your organization should have in place for OSHA & HIPAA compliance, and do not qualify as legal advice. Successfully completing the checklists does not certify that you or your organization are HIPAA compliant. If you are unfamiliar with these rules and standards, you are advised to seek professional compliance advice.

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Part One: HIPAA Compliance Checklist

The following areas have been identified by the HHS Office for Civil Rights as essential elements of an effective HIPAA compliance program.

Use the checkboxes below to self-evaluate HIPAA compliance in your practice or organization.

REQUIRED ANNUAL AUDITS/ASSESSMENTS

Have you conducted the following six required annual Audits/Assessments?

- ☐ Security Risk Assessment
- ☐ Privacy Standards Audit (Not required for BAs)
- ☐ HITECH Subtitle D Privacy Audit
- ☐ Security Standards Audit
- ☐ Asset And Device Audit
- ☐ Physical Site Audit

DOCUMENTING GAPS

- ☐ Have you identified all gaps uncovered in the audits above?
- ☐ Have You Documented All Deficiencies?

REMEDATION PLANS

- ☐ Have you created remediation plans to address deficiencies found in all six Audits?
- ☐ Are these remediation plans fully documented in writing?
- ☐ Do you update and review these remediation plans annually?
- ☐ re annually documented remediation plans retained in your records for six years?

AUDIT TIP: If audited, you must provide all documentation for the past six years to auditors.

STAFF TRAINING

- ☐ Have all staff members undergone annual HIPAA training?
- ☐ Do you have documentation of their training?
- ☐ Is there a staff member designated as the HIPAA Compliance, Privacy, and/or Security Officer?

POLICIES AND PROCEDURES

- ☐ Do you have Policies and Procedures relevant to the annual HIPAA Privacy, Security, and Breach Notification Rules?
- ☐ Have all staff members read and legally attested to the Policies and Procedures?
- ☐ Do you have documentation of their legal attestation?
- ☐ Do you have documentation for annual reviews of your Policies and Procedures?

VENDORS AND BUSINESS ASSOCIATES

- ☐ Have you identified all of your vendors and Business Associates?
- ☐ Do you have Business Associate Agreements in place with all Business Associates?
- ☐ Have you performed due diligence on your Business Associates to assess their HIPAA compliance?
- ☐ Are you tracking and reviewing your Business Associate Agreements annually?
- ☐ Do you have Confidentiality Agreements with non-Business Associate vendors?

BREACHES

- ☐ Do you have a defined process for incidents or breaches?
- ☐ Do you have the ability to track and manage the investigations of all incidents?
- ☐ Are you able to provide the required reporting of minor or meaningful breaches or incidents?
- ☐ Do your staff members have the ability to anonymously report an incident?

Part Two:

OSHA Checklist

**Covered entities must comply
with these standards:**

1. Hazard Communication Standard
2. Bloodborne Pathogens Standard
3. Emergency Action Plan Standard
4. Fire Prevention Plan Standard
5. Personal Protective Equipment Standard

1. Hazard Communication Standard

- ☐ Is there a list of hazardous substances used in your workplace and a Safety Data Sheet (SDS) readily available for each hazardous substance used?
- ☐ Do you have a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials?
- ☐ Do you have a written hazard communication program dealing with Safety Data Sheets (SDSs), labeling, and employee training?
- ☐ Is each container for a hazardous substance labeled with product identity and a hazard warning?
- ☐ Do you have a hazardous substances employee training program?

2. Bloodborne Pathogens Standard

- ☐ Do you have a written bloodborne (BBP) pathogen employee training program?
- ☐ Does the training program include:
 - A description of symptoms and methods of transmission of BBPs?
 - An explanation of your exposure control plan?
 - An explanation of how to recognize tasks that may involve BBP exposure
 - Information on the hepatitis B vaccine?
 - Information on the appropriate actions to take and persons to contact in an emergency involving bloodborne pathogens?
 - Information on the procedure to follow if an exposure incident occurs
 - Information on post-exposure evaluations and follow-up? An explanation of signs, labels, and color coding?
- ☐ Is all regulated waste discarded according to federal, state, and local regulations?
- ☐ Are caution labels and signs used to warn employees of biohazards?

3. Emergency Action Plan Standard

- ☐ Do you have an emergency action plan (EAP) that is accessible to all employees?
- ☐ Does the EAP contain procedures for reporting a fire or other emergency?
- ☐ Does the EAP contain emergency evacuation procedures?
- ☐ Does the EAP contain procedures to be followed by employees who remain behind to shut down operations?
- ☐ Does the EAP contain procedures to account for all employees after evacuation?
- ☐ Does the EAP contain names/job titles of employees who can be contacted by employees who need more information about the plan or plan duties?
- ☐ Do you maintain an employee alarm system, that uses distinctive signals?
- ☐ Do you designate and train employees to assist in evacuating other employees?
- ☐ Do you review the emergency action plan with each employee covered by the plan?

4. Fire Prevention Plan (FFP) Standard

- ☐ Do you have a fire prevention plan?
- ☐ Does the plan describe major fire hazards, how to handle and store hazardous materials and control potential ignition sources, and fire protection equipment?
- ☐ Does the plan explain how to control accumulations of flammable and combustible waste materials?
- ☐ Does the plan contain procedures for prevention of accidental ignition of combustible materials?

4. Fire Prevention Plan Standard (continued)

- ☐ Does the plan contain the name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires?
- ☐ Does the plan contain the name or job title of employees responsible for the control of fuel source hazards?
- ☐ Does the plan inform employees, when they start work, of fire hazards to which they are exposed?
- ☐ Do you review with employees the parts of the FPP needed for self-protection?

Personal Protective Equipment (PPE) Standard

- ☐ Have you determined whether hazards requiring PPE use are or may be present?
- ☐ Have you trained your employees on PPE procedures, i.e., what PPE is necessary for job tasks, when workers need it, and how to properly wear and adjust it?
- ☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- ☐ Do you require and provide protective gloves, gowns or other appropriate personal protective equipment where employees face potential exposure to blood, other potentially infectious material, chemicals or corrosive liquids if those exposures are not protected by engineering or work practice controls?
- ☐ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns?
- ☐ Are approved respirators provided when needed?
- ☐ Is all PPE maintained in a sanitary condition and ready for use?
- ☐ Are adequate work procedures, PPE and other equipment provided and used when cleaning up spilled hazardous materials?
- ☐ Are there procedures in place to dispose of or decontaminate PPE contaminated or potentially contaminated with blood or other potentially infectious materials?

Learn how easy becoming OSHA and HIPAA compliant can be!
Learn the benefits of combining your OSHA and HIPAA compliance in one place, saving you time and money while protecting your business.

OSHA & HIPAA COMPLIANCE SOFTWARE

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