

Eli's Rehab Report

Practice Pointers: Keep Your Compliance in Top Shape: Here's How

Clearly there's a lot to cover in OSHA compliance even in an outpatient rehab setting -- which is why holding a yearly safety meeting is a must. First, OSHA requires that you do, and second, it's the best way to keep everyone up to speed on safety policies. "The best thing you can do to implement OSHA guidelines is to have at least a yearly meeting about OSHA, patient safety, first aid, and emergency and fire procedures," says **Raffi Semerdjian**, provider services representative for PTPN, an independent rehab provider network in Calabasas, Calif. "And always document your meetings: the topics you discussed, who was in attendance -- and take minutes."

Good idea: Promote a staff member to be your facility's OSHA compliance officer, Semerdjian suggests. Also, have a point person your employees can approach to address concerns.

More: "You're required to have a safety committee if you have more than 10 employees," says **Pati Trites, MPA, CHBC, CHCC, CHCO, CPC, EMS, CHP, CMP(H)**, CEO of Compliance Resources in Augusta, Mich. "The committee must meet and make sure information is conveyed to all employees about the different workplace hazards."

Takeaway: "You have to go much further than simply having an OSHA manual," Semerdjian says. "You have to implement those policies within your practice and make sure that you and your staff follow them."