Dental office compliance calendar

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Office: _____ Year: _____ Person responsible: _____

Recurring tasks: initial the month once its checks are done and logged

Task	How often	Rule	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mechanical check and chemical indicators, every sterilizer load (cycle log)	Every load	CDC												
Spore test, each sterilizer	At least weekly	CDC; state rules												
Flush dental unit water and air lines after each patient, 20 to 30 seconds	Every patient	CDC												
Treat and test dental unit waterlines (target under 500 CFU/mL)	Manufacturer schedule	CDC												
Activate plumbed eyewash stations	Weekly	ANSI Z358.1												
Visual check of fire extinguishers	Monthly	1910.157(e)(2)												
Sharps containers replaced before they are overfilled	As needed	1910.1030(d)(4)												
New chemicals: safety data sheet on file, chemical list updated	As needed	1910.1200												

Yearly tasks: initial the month you do it

Task	How often	Rule	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Exposure control plan reviewed and updated	At least annually	1910.1030(c)(1)(iv)												
Safer sharps devices considered and documented	Annually	1910.1030(c)(1)(iv)(B)												
Input from non-managerial clinical staff documented	With the review	1910.1030(c)(1)(v)												
Fire extinguisher maintenance check	Annually	1910.157(e)(3)												
Fire extinguisher training (if staff are expected to use them)	Annually	1910.157(g)(2)												
HHS report of breaches under 500 people from last year	Within 60 days after year end	45 CFR 164.408(c)												
HIPAA security risk analysis reviewed and kept current	Periodically; most offices yearly	45 CFR 164.308												
HIPAA training refresher	Common practice yearly	45 CFR 164.530(b)												

Federal OSHA, CDC and HIPAA rules. ANSI Z358.1 is a consensus standard OSHA uses as guidance. If your state runs an OSHA State Plan or its dental board sets its own rules (for example, California requires weekly spore tests and keeping results 12 months), follow the stricter rule.

Staff training due dates

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Office: _____ Year: _____

Name	Job title	Start date	Hep B offered (date)	Accepted or declined	Bloodborne pathogens: last trained	Bloodborne pathogens: due by	Hazard communication (date)	HIPAA (date)	Notes

Bloodborne pathogens training is due within one year of each person's last session (29 CFR 1910.1030(g)(2)(iv)). Offer the hepatitis B vaccine within 10 working days of first assignment to tasks with exposure ((f)(2)(i)). Keep training records 3 years from the training date and medical records for the length of employment plus 30 years ((h)). Keep HIPAA policies and documentation 6 years (45 CFR 164.316(b)(2), 164.530(j)(2)).