



Directions on how to use your CAL/OSHA Product

Getting Started

Congratulations! You are one step closer to CAL/OSHA compliance. Our compliance solutions make it easy to fulfill the CAL/OSHA requirements. Use this guide to help orient you to your compliance kit, its materials, and how to use them.

Designating a CAL/OSHA Compliance Manager

1. Designate a CAL/OSHA Compliance Manager. This person is responsible for creating all CAL/OSHA policies and administering workforce training.
2. Some examples of people you may consider designating as the CAL/OSHA Compliance Manager include your office manager, HIPAA Compliance Manager, or principal of the practice.
3. The CAL/OSHA Compliance Manager can use the materials in your CAL/OSHA compliance kit without special qualifications or training.
4. Refer to the CAL/OSHA FAQ (in the Welcome Kit) to better understand CAL/OSHA's rules and regulations.

Using your CAL/OSHA Manual

1. The CAL/OSHA Manual contains valuable resources that will assist you in complying with CAL/OSHA.
2. Refer to the CAL/OSHA Manual as needed when completing the policies and procedures in the Documentation Kit and when going through CAL/OSHA training.

Using your Documentation Kit

1. The most essential documents in your compliance program are your CAL/OSHA policies and procedures. Please complete the plans found in the Documentation Kit. Use the version applicable to your purchase:
 - 1.1. The hardcopy version of the Documentation Kit or
 - 1.2. An electronic, customizable copy of the kit (found in the Welcome Kit).
2. You can maintain your Documentation Kit as either a hardcopy or electronic version, provided that it is readily available to your workforce members and the CAL/OSHA Administration in the case of an audit.



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3. Ensure all employees are familiar with the policies and procedures in the CAL/OSHA Documentation Kit.

Conducting CAL/OSHA Training

1. **If you have our Online CAL/OSHA Training**, you may utilize that course to train and certify your staff members.
2. **If you want to train your staff members yourself**, please refer to the **training outline** in our Welcome Kit **and your CAL/OSHA Manual** to prepare your own training program.
 - 2.1. Upon completion of training, administer the CAL/OSHA Test found in the Welcome Kit.
 - 2.2. Document completion of training through any of the following methods:
 - 2.2.1. Fill out a training roster (template available in the Welcome Kit); and/or
 - 2.2.2. Create, save, and provide your employees with a copy of a Training Completion Certificate (template available in the Welcome Kit).
3. All employees must review the policies and procedures provided in the CAL/OSHA Documentation Kit.
4. Employees must also be trained to identify hazards at the facility and report accidents to a supervisor.

When to conduct training:

- 4.1. **Initial training** should be conducted for all employees when they first become compliant with CAL/OSHA and within ten days of hiring new employees.
- 4.2. **Annual refresher training** must also be provided to employees.
5. Distribute the CAL/OSHA booklets to employees for their reference (optional). The booklets are in the Welcome Kit.
6. Provide employees with access to the supplemental CAL/OSHA videos (optional), which are included in the Welcome Kit.



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Posters and Labels

1. Biohazard labels and signs must be placed on the doors, bins, pails, and cans where a biohazard danger exists.
2. GHS labels (chemical labels) must be placed on secondary containers containing hazardous chemicals.
3. Post the CAL/OSHA posters in a prominent place in the office where they are visible to staff members.

Other Instructions

1. All employees must receive a hepatitis B vaccination within ten days of employment (it is not required if they **are not exposed to human blood**) or sign a declination form.
2. A copy of the vaccination record or any other exposure record must be included in the employee's medical records.

Contacting Us

For any questions, comments, or concerns, feel free to contact us at:

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