OSHA Compliance Program

What are your responsibilities as an employer?

If you are an employer covered by the Occupational Safety’s Health Administration (OSHA) Act of 1970, you must provide your employees with jobs and a place of employment free from recognized hazards that are causing, or are likely to cause, death or serious physical harm. Among other actions, you must also comply with the OSHA statutory requirements, standards, and regulations that, in part, require you to do the following:

- Provide well-maintained tools and equipment, including appropriate personal protective equipment
- Provide medical examinations
- Provide training required by OSHA standards
- Report to OSHA within 8 hours accidents that result in fatalities
- Report to OSHA within 8 hours accidents that result in the hospitalization of three or more employees
- Keep records of work-related accidents, injuries, illnesses—and their causes—and post annual summaries for the required period of time.
- Post prominently the OSHA poster (OSHA 3165) informing employees of their rights and responsibilities
- Provide employees access to their medical and exposure records
- Do not discriminate against employees who exercise their rights under the OSHA Act
- Post OSHA citations and abatement verification notices at or near the worksite
- Abate cited violations within the prescribed period
- Respond to survey requests for data from the Bureau of Labor Statistics, OSHA, or a designee of either agency

What are your rights as an employer?

When working with OSHA, you may do the following:

- Request identification from OSHA compliance officers
- Request an inspection warrant
- Be advised by compliance officers of the reason for an inspection
- Have an opening and closing conference with compliance officers
- Accompany compliance officers on inspections
- Request an informal conference after an inspection
- File a Notice of Contest to citations, proposed penalties, or both
- Apply for a variance from a standard’s requirements under certain circumstances
- Be assured of the confidentiality of trade secrets
- Submit a written request to the National Institute for Occupational Safety and Health for information on potentially toxic substances in your workplace

Visit OSHA’s Website for additional facts at www.osha.gov

Source: U.S. Department of Labor Occupational Safety and Health Administration
Source: HPTC Compliance Training Partners
Personal protective equipment, or PPE, is designed to protect workers from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Besides face shields and safety glasses, protective equipment includes a variety of devices and garments such as gloves, masks, lab coats/jackets and respirators.

**Employer Responsibilities**

OSHA's primary personal protective equipment standards are in Title 29 of the Code of Federal Regulations (CFR), Part 1910 Subpart I, and equivalent regulations in states with OSHA approved state plans, but you can find protective equipment requirements elsewhere in the General Industry Standards. OSHA's general personal protective equipment requirements mandate that employers conduct a hazard assessment of their workplaces to determine what hazards are present that require the use of protective equipment, provide workers with appropriate protective equipment, and require them to use and maintain it in sanitary and reliable condition.

Using personal protective equipment is often essential, but it is generally the last line of defense after engineering controls, work practices, and administrative controls. Engineering controls involve physically changing a machine or work environment. Administrative controls involve changing how or when workers do their job, such as scheduling work and rotating workers to reduce exposures. Work practices involve training workers how to perform tasks in ways that reduce their exposure to workplace hazards.

As an employer, you must assess your workplace to determine if hazards are present that require the use of personal protective equipment. If such hazards are present, you must select protective equipment and require workers to use it, communicate your protective equipment selection decisions to your workers, and select personal protective equipment that properly fits your workers.

You must also train workers who are required to wear personal protective equipment on how to do the following:

- Use protective equipment properly,
- Be aware of when personal protective equipment is necessary,
- Know what kind of protective equipment is necessary,
- Understand the limitations of personal protective equipment in protecting workers from injury,
- Put on, adjust, wear, and take off personal protective equipment, and
- Maintain protective equipment properly.

**Protection from Eye and Face Injuries**

Besides spectacles and goggles, personal protective equipment such as special shields, spectacles with side shields, and face shields can protect workers from the hazards of flying fragments, large chips, optical radiation, splashes from molten metals, as well as objects, particles, sand, dirt, mists, dusts, and glare.

**Protection from Hand Injuries**

Workers exposed to harmful substances through skin absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns, and harmful temperatures extremes will benefit from hand protection.

**Protection from Body Injury**

In some cases workers must shield most or all of their bodies against hazards in the workplace, such as exposure to heat and radiation as well as scalding liquids, body fluids, hazardous materials or waste, and other hazards.

**When to Wear Respiratory Protection**

When engineering controls are not feasible, workers must use appropriate respirators to protect against adverse health effects caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smoke, sprays, or vapors. Respirators generally cover the nose and mouth or the entire face or head and help prevent illness and injury. A proper fit is essential, however, for respirators to be effective. Required respirators must be NIOSH-approved and medical evaluation and training must be provided before use.

**Additional Information**

For additional information concerning protective equipment view the publication, Assessing the Need for Personal Protective Equipment: A Guide for Small Business Employers (OSHA 3151) available on OSHA's website at www.osha.gov.
A small business such as a medical office has a multitude of legal requirements that must be met. While they all are important, none is more important than OSHA compliance, because it makes your facility safer for all who work there and eliminates your exposure to costly and embarrassing fines.

There is often considerable misunderstanding as to what OSHA regulates and many confuse OSHA requirements with infection control recommendations. OSHA, in fact, is concerned with only one thing—the safety of employees. OSHA, which is an acronym for the Occupational Safety and Health Administration, was formed through an act of Congress and its requirements are federal law. OSHA does not care if the hazard is from a chemical, a bloodborne pathogen, an electrical device or a fire. The only concern it has is the protection/safety of the worker, and this includes all employees in the medical profession.

To begin your compliance efforts, choose someone to be your Compliance Director. A trusted and organized medical assistant, nurse, Physician Assistant (PA) or office manager is suggested; by having an accountable individual, progress can quickly be made. Next, assign your Compliance Director to review and implement one step at a time, using the following outline:

**Hazard Communication Standard**
The Hazard Communication Standard deals with hazardous chemicals in the workplace. In medical facilities, these include disinfectants, laboratory materials, acids, cleaners, etc. This Standard requires a written chemical safety plan, material safety data sheets for each hazardous chemical/product, labeling of these potentially hazardous products, and training of employees who are exposed to them.

**Bloodborne Disease Pathogens Standard**
Because medical office employees are exposed to blood and saliva every day, this Standard is an extremely important one. Requirements include having a written Exposure Control Plan, providing the Hepatitis B immunization at no cost to exposed employees, and making available personal protective equipment (mask, gloves, safety eyewear, long-sleeved protective clothing).

**Electrical Safety**
Electricity is such a normal part of everyday life that is often overlooked as being potentially dangerous. Everyone has experienced a minor shock, but may fail to realize that severe shocks can cause death. Medical facilities make considerable use of electrical devices including autoclaves, instrument washers, ultrasonic cleaners, etc. It is important that no extension cords be used, that plugs and cords are checked for wear/intact insulation and that plugs match their outlets (e.g. three-pronged). In addition, cords should not be twisted around each other, but should run in parallel, and circuits/outlets must not be overloaded.

**Ionizing Radiation**
OSHA regulations require an employer to evaluate their facility for any potential radiation hazard and provide employees with the appropriate training and monitoring equipment. The primary source of ionizing radiation in a medical office is radiographic equipment. It is required that workers who take radiographs wear monitoring badges as there is no such thing as a totally safe dose of ionizing radiation.
OSHA's requirements for medical facilities are designed to make the workplace safer for its employees. By appointing a Compliance Director providing them with the tools they need and making him/her accountable, rapid progress can be made. If their time is limited, it may be advisable to consider a commercially prepared program to guide them through the process. Karson L. Carpenter has designed training programs to achieve compliance with governmental regulations for over 20 years, and currently serves as President and CEO of Compliance Training Partners.

**Means of Egress**

Every building is required by law to contain adequate exits that allow for escape of all occupants in case of fire or other emergency. There must be at least two of these means of egress in every building. Exits must have no locks or fastening devices that may prevent free escape and must be clearly visible and conspicuously marked with illuminated or glow-in-the-dark signs. Non exits need to have similar signs that state “Not an Exit.” In the event of power failure, reliable emergency lighting must also be available for all exits and signs.

**Walking and Working Surfaces**

This part of the OSHA regulation is often called the housekeeping standard. It requires all rooms and passageways to be kept clean, orderly and sanitary. All aisles and hallways must be kept free of debris/clutter and floors must be kept clean and dry. Additionally, stairways must have railings/guardrails and any ladders used must be OSHA approved.

**Ventilation**

Ventilation in the medical office is very important, as a variety of potentially hazardous substances can become airborne and cause illness or injury. To identify if a substance is hazardous in the form of a gas, fume, vapor or dust, consult the appropriate material safety data sheet or product label. One of the best recommendations is to put the heating/cooling system fan in the “on” position during working hours to allow for adequate turnover of air in the office.

**Medical and First Aid**

This part of the OSHA regulation does NOT dictate what type of medical drugs and/or equipment you have in place for patient medical emergencies, as is often thought. Remember that OSHA regulations are only concerned with employee safety. The requirements include having medical personnel available to provide emergency care if needed and to have an employee trained in first aid available during working hours. A first aid kit should be available as well as CPR microshields or other barrier devices to use when performing resuscitation. Remember to have emergency numbers posted on the phone and to have an eyewash station installed for flushing of the eyes.

**Fire Safety**

OSHA requires fire safety training. This training must include reviewing a list of all flammables in the workplace and their possible ignition sources. Employees must also know what their responsibilities are in the event of fire and the location of a safe meeting place after evacuation. Having an accessible fire extinguisher and training employees on its proper use is also required.

**Recordkeeping**

As in so many other areas, proper record keeping is mandatory. Requirements include employee medical records, records of training, environmental monitoring records (results of radiation or other types of monitoring) and material safety data sheets archiving. Employees have a right to access these records and they must be allowed to do so within 15 days of their request.
As the office trainer, you should have a better working knowledge of OSHA compliance than others in your facility. Not everyone needs the detailed knowledge that you will possess. Your job is to EDUCATE, answer questions, train any new employees, and to review the safety program in your facility. In addition, do not forget that training must occur annually – no exceptions – as well as whenever a new employee or hazardous material enters the workplace.

It is also very important that you maintain detailed training records of each employee training session. Fill them out completely and have employees sign these training documents.

10 Easy Steps to Compliance:

1. In order to quickly and effectively achieve compliance, select a person(s) to administer the OSHA compliance efforts in your facility.

2. Have the administrator(s) trained in a manner that will provide a solid working knowledge of OSHA compliance.

3. Have the administrator(s) review pertinent OSHA Regulations including all SUBPARTS (Subpart C – Subpart Z). Fill in blank forms/documents, make a copy of all documents, post them as required, and keep the originals filed in accordance with regulations.

4. Take an inventory of all hazardous materials using the chemical inventory list. Collect all manufactures MSDS for all the hazardous products (available from your medical supplier) and place them alphabetically in a file.

5. Read your MSDS to understand what an MSDS is and the vital information it contains.

6. Rate your collected manufactures MSDS using standard NFPA rating system.

7. Create labels, as required. Place labels on products, where required.

8. Read and review the materials in your compliance manual to prepare for staff training. Make sure a “Written Training Program” has been created and placed in the manual.

9. Review the “Written Training Program.” Fill in all blanks with all pertinent information regarding your workplace.

10. Using the Training Outline as a guide, begin to train your employees. At the end of the training, you are required to hold a question and answer period. In addition, you must review any hazardous materials or procedures that are particular to your workplace. You must also let your employees know the location of all safety equipment including:

   a. Fire extinguishers
   b. Eye-wash Stations
   c. First aid Safety Kits
   d. Spill Kits

A written evaluation of training should be completed by each employee after training is complete. Remember to have each trained employee sign the Employee Training Log.
Infection control precautions are a set of standard recommendations designed to reduce the risk of transmission of infectious agents from body fluids or environmental surfaces that contain infectious agents.

- **Standard Precautions**  
  Standard precautions are the basic level of infection control that should be used in the care of all patients in all settings to reduce the risk of transmission of organisms that are both recognized and unrecognized.

- **Contact Precautions**  
  Contact precautions should be utilized when direct or indirect contact with contaminated body fluids, equipment, or the environment is anticipated.

- **Droplet Precautions**  
  Droplet precautions should be utilized when working within 3 feet of a patient who is coughing or sneezing, or during procedures that result in dispersing droplets into the air.

- **Airborne Precautions**  
  Airborne precautions should be utilized when exposure to microorganisms transmitted via the airborne route is anticipated – including procedures such as nebulizing, suctioning, intubation.

- **Full Barrier Precautions**  
  Full barrier precautions should be utilized for diseases such as Severe Acute Respiratory Syndrome (SARS), hemorrhagic disease, and all known and suspect avian and pandemic influenza patients.

These precautions include the use of personal protective equipment that serve as barriers to protect against contact with infectious materials. Personal Protective Equipment (PPE) is specialized clothing or equipment worn by a health care worker to protect against infectious organisms.

Specific components of PPE include;
- Gloves
- Gowns
- Shoe Covers
- Head Covers
- Masks
- Respirators
- Eye Protection
- Face Shield
- Goggles
Every Day, Every Patient, Every Time

**Personal Safety Products**

**OSHA Compliance System**
- Comprehensive HPTC OSHA Compliance Program covers all aspects of the OSHA Act.
- Complete program includes:
  - Complete written training manual with required documents
  - Complete Infection Control Program as outlined by the CDC
  - TB Compliance Program
  - Workplace Violence Program
  - Family and Medical Leave Act compliance
  - Sexual Harassment Policy requirements
  - Exposure control plan
  - Hazardous materials wall chart
  - Comprehensive online training program for doctor and staff
  - Compliance labeling package
  - Chemical MSDS
  - Implementation instructions

**Eyewash Sign**
- This large, durable plastic sign draws attention to the location of your eyewash station and meets all OSHA requirements for eyewash signage.
- 11" x 7"
- (683-2129)

**Emergency Eyewash Station**
- With Eliminator Valve
- This unit fits any faucet equipped with a removable aerator and features an automatic shutoff valve.
- (683-7874)

**Fire Extinguisher**
- This commercial device is designed for use in areas of up to 3000 sq ft and meets all requirements for any allied health facility. It can be used for paper, gas, wood, flammable liquid, or electrical fires.
- (683-7626)

**HIPAA Compliance Program**
- The Health Insurance Portability and Accountability Act (HIPAA), passed by the United States Congress in 1996, requires that all health care providers adhere to a specific set of electronic transactions, security, and privacy standards. Our HIPAA Compliance System provides everything your office needs so that your employees can carry out the law mandates.

**Luxel® X-ray Monitoring Badges**
- Experts agree that there is no safe level of radiation. Even the smallest dose may cause cancer and genetic damage. Any health care facility may be exposing staff to unsafe levels of radiation. That's why accurately measuring and recording radiation exposure over the long term is important for your people and your practice. The Landauer Luxel Plus with state-of-the-art Optically Stimulated Luminescence (OSL) technology, has the highest sensitivity available today—10 times the sensitivity of film badges!
  - Fastest reporting in the industry—5-day average turnaround
  - A lifetime exposure record is archived for safekeeping
  - Personalized badges
  - Web-based reporting
  - Automatic renewal program

**Labor Law Poster**
- Federal law mandates that this poster must be displayed in the workplace in full view of all employees. This comprehensive, all-in-one laminated poster includes all required information. Following are required employee information notices:
  - Fair Labor Standard Act
  - Employee Polygraph Protection
  - Family Medical Leave Act
  - Age Discrimination in Employment Act
  - Title VII of the Civil Rights Act
  - OSHA Form 3165
  - American Disability Act

**Bloodborne Pathogens Compliance Guide Wall Chart**
- Encourages employee compliance with OSHA’s bloodborne disease standard through the use of pictorials and concisely written text.
- Laminated Poster, 17" x 31"
- (683-1524)

**Variety Pack of Labels**
- This variety pack offers various sizes of our chemical, biohazard, and radiation labels. The packet contains 85 of our most popular labels at a great value price.
  - 50–2" x 2" Hazard class labels
  - 10–4" x 4" Hazard class labels
  - 15–2" x 2" Biohazard labels
  - 5–4" x 4" Biohazard labels
  - 5–1" x 4" Radiation labels

**Staff-Retraining Program**
- This staff-retraining program offers a review of current OSHA regulations and a preview of proposed regulations. It is designed to meet OSHA’s annual staff retraining as well as new-employee training requirements. A complete video and study guide are included. Specify DVD or VHS.
- (683-0801)
- (683-9748)
- (683-3085)
- (367-2966)

Order: 1.800.772.4346 8am – 9pm, et | Fax: 1.800.329.9109 24 hours
Personal Protection Against Accidental Spills

“Exposure to hazardous chemicals is one of the most serious threats facing American workers today”

Courtesy www.osha.gov

Choose From Our Best Selling...
BioHazard Spill, Personal Protection, Chemical and Multi-Purpose Kits

Preferred Kits
EZ-Cleans Plus® Kit • Universal Precaution Compliance Kit
National Standard EZ-Cleans® Kit

Other Kits Available
Chemotherapy Spill Kit • EZ-Cleans® Mercury Spill Kit
Formaldehyde Spill Response Kit • Glutaraldehyde Clean-Up Kit • Multipurpose Spill Kit
Spill Leader Kit • EZ CPR Rescue Pack Kit • EZ Personal Protection Kit
EZ Personal Protection/Inhalation Kit

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For an Interactive Survey, Incentives & Information, logon to:
Guidelines & Recommendations

Glove selection is crucial. The two principal considerations should be barrier protection and allergen content. Picking the right glove for the right task and following best practice for gloving can prevent transmission of potentially-pathogenic microorganisms.

CDC guidelines state that health care workers:
• Must wear gloves when they may reasonably expect contact with blood or a bodily fluid. This pertains to blood, mucous membranes, damaged and contaminated skin, such as with incontinent patients.
• Wear new gloves for contact with each individual patient.
• Change gloves when visibly soiled, torn or punctured.
• Remove gloves and perform hand hygiene immediately after patient contact, as well as, after contact with a patient’s environment or medical equipment.
• Properly dispose of gloves and never wash or reuse them.
• Gloves and all other personal protective equipment are properly fitted.
• Gloves should be worn as part of Standard Precautions or Contact Precautions.

Glove use and the need for proper hand hygiene:
• When an indication for hand hygiene precedes a contact that also requires glove usage, hand sanitizing or hand washing should be performed before donning gloves.
• When an indication for hand hygiene follows a contact that has required gloves, hand sanitizing or hand washing should occur after removing gloves.
• When an indication for hand hygiene applies while the health care worker is wearing gloves, then gloves should be removed to perform handrubbing or handwashing.

Inappropriate glove use:
• The use of gloves when not indicated represents a waste of resources and does not contribute to a reduction of cross-transmission.
• It may also result in missed opportunities for hand hygiene.
• The use of contaminated gloves caused by inappropriate storage, inappropriate moments and techniques for donning and removing, may also result in germ transmission.

CRITERION® POWDER-FREE NITRILE EXAM GLOVES
Non-sterile, Blue
Fully textured nitrile glove that offers excellent tactile sensitivity. Soft and stretchy, this nonchlorinated glove is the ideal alternative to latex.
Gloves ..............................................100/box
Specify:
X-small ................................. (111-8533)
Small ........................................ (111-8535)
Medium ..................................... (111-8536)
Large ......................................... (111-8537)
X-large (90/box) ....................... (111-8539)

CRITERION® N200 POWDER-FREE NITRILE EXAM GLOVES
• Eliminates type-1 allergic reactions associated with natural latex
• Innovative formulation emulates the fit and feel of latex with added strength and puncture resistance
• Eco-friendly, 200-count box increases your storage by 50%, reduces cardboard waste, and still fits your glove box holders. You save money while reducing your environmental impact
• “Real-feel” grip provides optimal tactile sensitivity. Textured fingers provide enhanced, superior grip in wet and dry applications
• Easy donning: very smooth inside, so glove slides onto your hand with ease. No need to fight with it when you are in a hurry
Gloves ..............................................200/box
Specify:
X-small .................................... (900-7435)
Small ....................................... (900-7437)
Medium ................................... (900-7439)
Large ......................................... (900-7440)
X-large (180/box) ...................... (900-7441)

Ansell
Micro-Touch® Nitrile Latex-Free Powder-Free Exam Gloves
• Eco-friendly packaging–200 gloves per box
• Textured fingertips
• FDA-approved for handling chemotherapy drugs
• Recommended procedures: nonlatex, general office procedures
• Blue
Gloves ..............................................200/box
Contains: 10 boxes per case.
Specify:
X-small .................................... (685-0952)
Small ....................................... (685-6748)
Medium ................................... (685-0960)
Large ......................................... (685-8665)
X-large ..................................... (685-5430)

Alasta™ Powder-Free Nitrile Gloves
Provides comfort and precise fit as it relieves stress and strain on hands. Textured. Blue.
Gloves ..............................................100/box
Specify:
X-small .................................... (152-4291)
Small ....................................... (152-5553)
Medium ................................... (152-3016)
Large ......................................... (152-4148)
X-large ..................................... (152-9124)

Microflex® XCEED™ Nitrile Powder-Free
Non-sterile, Blue
Polymer technology, textured fingertips, beaded. Palm thickness: 2.8 mil.; finger thickness: 3.5 mil.
Gloves ........................................ 250/box
Specify:
X-small .................................... (565-0003)
Small ....................................... (565-0004)
Medium ................................... (565-0005)
Large ......................................... (565-0006)
X-large ..................................... (565-0007)

Order: 1.800.772.4346 8am – 9pm, et Fax: 1.800.329.9109 24 hours
Medical gloves can be manufactured from materials such as latex, nitrile and vinyl; all of which must adhere to performance levels specified by the FDA, as well as international standards by the American Society of Testing and Materials (ASTM). In order to ensure that cross-contamination of the examiner and the patient does not occur, evaluating aging effects of the material is required. Testing examines the strength and elongation of the material at break to ensure that measured values fall within normal ranges of use.

Source: ASTM.org
FIGHT ALLERGIES AND SUPPORT BREAST CANCER RESEARCH EVERY TIME YOU WEAR IT.

Micro-Touch® NitraFree™ is unlike any other nitrile exam glove. It provides powerful protection against Type I latex allergies—and reduces the potential for Type IV chemical accelerator-based allergies. It's also FDA approved for handling chemotherapy drugs. And every time you wear it, proceeds go to Susan G. Komen for the Cure®. No other pink glove does so much to protect healthcare practitioners—and women across the world.

For samples and more details, call us at 800-952-9916, and to share your story about how you or your loved ones have been touched by breast cancer, visit ansell.com/powerofpink.

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IT BECOMES YOU.

Microflex® Ultraform® Powder-Free Nitrile Exam Gloves

Our unique soft formulation forms to your hand effortlessly as if it is second skin. In field tests users wearing Ultraform® actually experienced an increase in fine motor task performance compared to a bare hand. You have to feel how this feels.

Learn more at BetterThanSkin.com

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*250/Box

incontrol

Order: 1.800.772.4346 8am – 9pm, et | Fax: 1.800.329.9109 24 hours
The Association for Professionals in Infection Control and Epidemiology (APIC) Standard Precautions:

Wear a gown to protect skin and to prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible, and wash hands to avoid transfer of microorganisms to other patients or environments.

Only the Association for the Advancement of Medical Instrumentation (AAMI) offers a widely accepted system of classification for protective apparel based on liquid barrier performance.

<table>
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<th>LEVEL 1</th>
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<td>Recommended Tasks†</td>
<td>Transporting Patients Basic Patient Care</td>
<td>Blood Draw Suturing Inserting I.V. Lines</td>
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† Recommended areas and tasks are based on feedback from a research panel of 300 Registered Nurses, Infection Control Practitioners, and Materials Managers. Ultimately, the healthcare personnel using these gowns must make the final decision on which level of protection is appropriate, given the anticipated risk of fluid exposure.

Which dynamic features do the Henry Schein Medical Web sites offer your practice?

- 24-hour/365-day availability to supply ordering
- Track orders and shipments and process returns
- Generate comprehensive utilization reports via our dynamic report wizard
- Set budgets and electronically approve orders for greater security and accuracy
- Access purchase history and real-time pricing
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- Shop by procedure, chronic conditions, or simple, everyday essentials
- Access free MSDS documents for quick OSHA compliance
- Retrieve electronic statements and invoices for a paperless environment
- 6 different specialty Web sites including Family Practice, Internal Medicine, and Pediatrics
- Access to promotions created uniquely for your specialty

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Guidelines & Recommendations

CDC recommends that PPE gowns provide protection from the contamination of clothing with potentially infectious material.

- Wear a gown when contamination of clothing with potentially infectious material is possible.
- Your gown should fully cover the torso, fit close to the body and cover the arms to the wrists.
- Choose a gown appropriate to the situation:
  - Disposable vs re-useable (requires laundering).
  - Fluid-resistant vs non-fluid-resistant.
  - Sterile vs clean.
- Gowns should be worn as part of Standard Precautions or Contact Precautions.

Three Important Factors to Consider in the Selection of a PPE gown or apron:

1. First is the purpose of use. Isolation gowns are generally the preferred PPE for clothing but aprons occasionally are used where limited contamination is anticipated. If contamination of the arms can be anticipated, a gown should be selected. Gowns should fully cover the torso, fit comfortably over the body, and have long sleeves that fit snugly at the wrist.

2. Second are the material properties of the gown. Isolation gowns are made either of cotton or a spun synthetic material that dictate whether they can be laundered and reused or must be disposed. Cotton and spun synthetic isolation gowns vary in their degree of fluid resistance, another factor that must be considered in the selection of this PPE. If fluid penetration is likely, a fluid resistant gown should be used.

3. The last factor concerns patient risks and whether a clean, rather than sterile gown, can be used. Clean gowns are generally used for isolation. Sterile gowns are only necessary for performing invasive procedures, such as inserting a central line. In this case, a sterile gown would serve the purposes of patient and healthcare worker protection.

How to Properly Remove PPE Gowns

- Unfasten the ties holding the gown to your body. Do not touch the outside of the gown with bare skin.
- Pull the gown away from your body by pressing out against the inside, then lift over your neck and shoulders.
- Turn the gown inside out to dispose of it.

Order: 1.800.772.4346 8am – 9pm, et  |  Fax: 1.800.329.9109 24 hours
The Association for the Advancement of Medical Instrumentation (AAMI) developed a guideline of classifications for protective apparel and drapes used in healthcare settings. At the heart of these AAMI classification standards are the four levels of barrier protection, ranging from level one, which is the lowest level of protection, to level four, which is the highest level. Utilizing these classification levels, manufacturers are able to label their products according to the level of protection their product provides, and health care workers can more easily select the appropriate barrier they need.

Source: Infection Control Today

AAMI Standards: Immediate pdf downloads available. www.global.ins.com

The Help Center:

Kimberly-Clark
Kimberly Clark Healthcare - Standard Precautions: Is your staff REALLY protected? Accredited for Nurses 1.0 CH
WEBINAR educational program will discuss the selection and use of appropriate isolation gowns.

Tidi Healthcare – Personal Protection Equipment:
Gown Reference Chart
http://www.tidiproducts.com/pdf/8_5x11gownchartfinal.pdf
FREE Office Posters

Personal Protection Equipment Guide – Office Reference Chart

CDC Reference Guide – Healthcare Setting Selection and Use of Personal Protective Equipment
http://www.cdc.gov/hai/pdfs/ppe/ppeslides6-29-04.pdf

OSHA - Healthcare Safety Reference Material

For an Interactive Survey, Incentives & Information, logon to:
Guidelines & Recommendations

Shoe and head covers provide a barrier against possible exposure within a contaminated environment.

Association of Surgical Technologist (AST) Recommended Standards of Practice for Shoe Cover Rationale:
The use of shoe covers has never been proven to decrease the risk or incidences of surgical site infection, or to decrease the bacterial counts of the operating room floors. Shoe covers do protect the footwear and feet from exposure to blood and body fluids. Footwear protects the feet from injury by sharps or heavy equipment and instruments that may accidentally fall on the feet. Footwear also provides a barrier to exposure to blood and body fluids.

Standard of Practice I – Health care workers should protect themselves from contact with blood and body fluids by wearing disposable shoe covers.

Standard of Practice II – Health care workers should avoid tracking blood and body fluids, debris and other gross contaminants throughout the surgical suite.

Standard of Practice III – Health care workers should be aware of the hazards associated with workplace foot and toe injuries, and should protect themselves from injury by wearing the correct footwear.

Standard of Practice IV – Policies and procedures for surgical attire, including shoe covers, should be developed, written and reviewed on a periodical basis.

Association of Surgical Technologist (AST) Recommended Standards of Practice for Head Cover Rationale:
The human body is a major source of bacterial contamination in the surgical environment. Surgical site infections have been traced to bacteria from the hair and scalp of surgical personnel. The purpose of head covering use while in semi-restricted and restricted areas of the surgical suite is to protect both the patient and staff by maintaining a limited microbial spread. In order to maintain a clean environment and adhere to OSHA regulations, a head covering that completely covers hair; promotes a sterile environment; and disposable, no laundering; no cross contamination.

Standard of Practice I – The surgical team members are responsible for preventing surgical site infections by properly donning and wearing the appropriate head cover or hood.

Standard of Practice II – The surgical department should follow recommended OSHA and CDC standards for PPE.

Shoe Covers
Non-sterile, Latex-free, Nonskid, Blue
Durable, fluid-repellent, spunbonded polypropylene.
(212-9300) ........................................300/case

Spunbonded Bouffant Kool-Caps™
Made of lightweight but durable spunbonded fabric that permits increased airflow, keeping the wearer cool and comfortable during long surgical procedures.
#327, Large, 21”, White
(101-1031) ........................................500/case
#328, Large, 21”, Blue
(788-6259) ........................................100/box
#329, Large, 21”, Green
(788-6675) ........................................100/box
#330, Extra Large, 24”, White
(788-3562) ........................................500/case
#331, Extra Large, 24”, Blue
(116-5005) ........................................100/box

Precept®
Bouffant Caps
Polypropylene, X-Large, Blue, 24”
(789-9314) ........................................500/case

Order: 1.800.772.4346 8am – 9pm, et | Fax: 1.800.329.9109 24 hours
In July 2011 researchers reported on general estimates that each year approximately 2 million women and men die as a result of occupational accidents and work-related diseases. Health care professionals are exposed to a number of risks, such as chemical, physical, biological, psychosocial, ergonomic, mechanical and actual accidents. According to the study authors, biohazards are the main generators of health- and risk premiums for these workers, because once in contact with bodily fluids from patients such as blood, there may be transmission of pathogenic microorganisms, chiefly HIV and hepatitis B and C.

Source: Infection Control Today

For an Interactive Survey, Incentives & Information, logon to:
**Every Day, Every Patient, Every Time**

**Guidelines & Recommendations**

**Masks and Respirators**
Surgical masks help protect your nose and mouth from splattered body fluids; respirators filter the air before you inhale it. The decision whether or not to require either a surgical mask or respirator must be based upon a hazard analysis of the specific work environment and the different protective properties of each type of personal protective equipment.

**Surgical masks/procedure masks**
- Surgical masks help protect your nose and mouth from splattered body fluids (such as blood, respiratory secretions, vomit, urine or feces).
- Surgical masks should be worn as part of Standard Precautions or Droplet Precautions.

**Respirators**
Respirators are designed to reduce exposure to airborne contaminants. Respirators come in various sizes and must be individually selected to fit the wearer’s face and to provide a tight seal. A proper seal between the user’s face and the respirator forces inhaled air to be pulled through the respirator’s filter material and not through gaps between the face and respirator. There are some products that are approved by the National Institute for Occupational Health & Safety (NIOSH) as an N95 respirator and also cleared by the Food and Drug Administration (FDA) as a surgical mask. These products are referred to as Surgical N95 Respirators.
- Respirators filter the air you breathe to help protect you from microorganisms including bacteria and many viruses.
- Respirators should be worn as part of airborne Precautions or Full Barrier Precautions.

**Face shields**
- Face shields protect the mucous membranes of the eyes, nose and mouth from splashes of body fluids (during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and/or excretions).
- Wear a face shield when facial skin protection is needed in addition to eye, nose and mouth protection.
- A face shield may be worn with an N95 respirator in place of goggles to provide eye and face protection.
- The face shield should cover the forehead, extend below the chin and wrap around the side of the face.
- Face shields should be worn as part of Standard Precautions.

**Respirators**
Made from spunbond outer/inner layers with filter media and flat ear loops for greater comfort. Meets ASTM standards as a low-barrier (fluid resistant) face mask. Made in the USA. Latex-free.
- Masks:
  - Blue: (104-3809)
  - White: (104-6611)
  - Lavender: (104-8600)
  - Pink: (104-3730)
  - Yellow: (104-2849)
- ASTM: Level 1 ● PFE≥98% @ 0.1 micron (µ) ● BFE≥95%

**Face shields**
Optically clear, see-through visor provides eye protection from splash and splatter. “Soft-strap” has an impenetrable foam eye protection from splash and splatter. Plastic face shield comes with a flexible nosepiece to provide a tight seal and a soft, nonirritating touch. Two sizes provide fit and security.
- Face shields:
  - Standard: 13"W x 71"H
  - Small: 11"W x 63"H
- ASTM: Level 1 ● PFE≥98% @ 0.1 micron (µ) ● BFE≥95%

**Latex-free**
- Surgical Masks
  - Latex-free
  - Available in various sizes and styles
  - Manufactured to exceed all current ASTM F2100-07 standards. Latex-free.
- Respirators
  - Manufactured to exceed all current ASTM F2100-07 standards. Latex-free.

**Masks & Respirators**
- Surgical masks help protect your nose and mouth from splattered body fluids; respirators filter the air before you inhale it.
- The decision whether or not to require either a surgical mask or respirator must be based upon a hazard analysis of the specific work environment and the different protective properties of each type of personal protective equipment.

**Respirators**
- Respirators are designed to reduce exposure to airborne contaminants. Respirators come in various sizes and must be individually selected to fit the wearer’s face and to provide a tight seal.
- A proper seal between the user’s face and the respirator forces inhaled air to be pulled through the respirator’s filter material and not through gaps between the face and respirator.
- Respirators filter the air you breathe to help protect you from microorganisms including bacteria and many viruses.
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- The face shield should cover the forehead, extend below the chin and wrap around the side of the face.
- Face shields should be worn as part of Standard Precautions.
Selecting the appropriate mask for a particular procedure is a critical component of your Personal Protective Equipment (PPE) protocol. Although masks may look similar, each mask has notable differences affecting the quality and level of filtration. Understanding the ASTM performance level of each face mask can help make the selection process easier and ensure your mask will provide the appropriate filtration.

Source: HPTC Compliance Training Partners

The Help Center:

**3M PPE Cost Savings Solutions Program**
A collaborative process that, based on your input, can help critically evaluate the total range of safety products purchased and used in an effort to help optimize business results.
http://solutions.3m.com/wps/portal/3M/en_US/PPE/SafetySolutions/PPECostSavingsSolutions/

**CROSSTEX Center for Learning “Maskenomics: Understanding ASTM Standards”**
http://www.crosstex.com/tutorials.asp?mystr=100

**OSHA Video: The Difference Between Respirators and Surgical Masks.**
This video is available in English and Spanish and is available for downloading.

**NIOSH – Approved Particulate Filtering Facepiece Respirators.**
Provides detailed information on the seven classes of filters with a listing of NIOSH approved products by manufacturer.
http://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/default.html

**WEBINAR: Eye and Face Protection.**
Interactive training tool specializing in occupational safety and health topics.

**HCPro/Healthcare Marketplace**
HCPro dedicated to improving health care through superior education, regulatory compliance, and practical tools and guidance by providing the highest-quality, need-to-know information in all areas of medical accreditation in infection control.
http://www.hcmarketplace.com/T1_INF/listings-Infection-Control.html

**Healthcare Infection Control Practices Advisory Committee (HICPAC)**
http://www.cdc.gov/hicpac/index.html#

**Centers for Disease Control and Prevention**
http://www.cdc.gov/
UNDERSTANDING ASTM FACE MASK PERFORMANCE LEVELS

Medical face mask materials covered under ASTM specifications are designated as one or more of the following performance levels based on the barrier performance properties of the materials used:

<table>
<thead>
<tr>
<th>FLUID RESISTANCE, mmHg</th>
<th>ASTM LEVEL 1</th>
<th>ASTM LEVEL 2</th>
<th>ASTM LEVEL 3</th>
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<tbody>
<tr>
<td>BFE</td>
<td>≥ 95%</td>
<td>≥ 98%</td>
<td>≥ 98%</td>
</tr>
<tr>
<td>PFE, @ 0.1 micron</td>
<td>≥ 95%</td>
<td>&gt; 98%</td>
<td>&gt; 98%</td>
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<tr>
<td>DELTA P, mm H₂O/cm²</td>
<td>&lt; 4.0</td>
<td>&lt; 5.0</td>
<td>&lt; 5.0</td>
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<tr>
<td>FLAME SPREAD</td>
<td>Class 1</td>
<td>Class 1</td>
<td>Class 1</td>
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</tbody>
</table>

WHAT THE TERMS MEAN:

**FLUID RESISTANCE** represents the mask’s resistance to penetration by synthetic blood under pressure (mmHg). It measures the ability of a mask’s material construction to minimize fluids from traveling through the material and potentially coming into contact with the wearer. The higher the fluid resistance (filtration), the better the protection.

**BFE** (Bacterial Filtration Efficiency) represents the percentage of bacteria filtered out at a spore size of 1-5 microns. It is the measure of the efficiency of the mask in filtering bacteria passing through it.

**PFE** (sub-micron Particulate Filtration Efficiency) represents the percentage of particles filtered out at a spore size of 0.1-1.0 microns. PFE is the measure of the efficiency of the mask in filtering particles passing through it. The size of the particles filtered is critical.

**DELTA P** (Differential Pressure) represents the pressure drop across the mask or resistance to air flow in mmH₂O/cm². This determines breathing resistance – the higher the Delta P, the less the breathability, but the better the filtration.

**FLAME SPREAD** measures flame spread of the mask material.

SOURCE:
**com-fit masks**

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<table>
<thead>
<tr>
<th>REF #</th>
<th>DESCRIPTION</th>
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<td>312-4590</td>
<td>Super Hi Filtration Ear Loop Blue</td>
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<td>312-1670</td>
<td>Groovy Ear Loop Blue</td>
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<tr>
<td>312-4368</td>
<td>Easy Breathe Blue</td>
<td>Box/40</td>
</tr>
</tbody>
</table>

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**ALL OUR PLEATED MASKS ARE MADE IN THE USA.**

Trust the mask you use to protect you from potentially harmful germs. Our masks are made under the highest quality standards in the US – NOT in China.

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# OSHA Compliance Checklist

**Does Your Medical facility have what it needs to be in compliance?**

<table>
<thead>
<tr>
<th>Required</th>
<th>Recommended</th>
<th>Product Name</th>
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<td>Biological Spill Kit</td>
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<td>Gloves – Nitrile Utility, Non-Sterile, Medium</td>
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<td>Master Spill Kit</td>
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<td>✔️</td>
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<td>Sharp Container</td>
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<tr>
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<td></td>
<td>X-Ray Monitoring Badge</td>
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PROTECT YOURSELF
WITH THE RIGHT ISOLATION GOWN PROTECTION

KC200 Isolation Gown
Made In The U.S.A.

FACILITY-WIDE USE

- For use when expected risk of exposure to fluid is between low and moderate
- Meets AAMI Level 2 requirements
- Medium-weight SMS fabric
- Recommended for:
  - Suturing, blood draw, inserting I.V. lines, specimen handling, drawing arterial blood
  - ICU, Medical/Surgical Units, Hyperbaric and Dialysis Units, Labs and Pathology, Nursery

BFE: Holds out 85% of Staphylococcus aureus; 99.4% of dry spores.

<table>
<thead>
<tr>
<th>PRODUCT INFORMATION</th>
<th>COLOR</th>
<th>SIZE</th>
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<tr>
<td>115-2495</td>
<td>69987</td>
<td>KC200 Isolation Gown</td>
</tr>
</tbody>
</table>

- **Quantity:** 100/case
- **Dimensions:** Chest Width 26” / Gown Length 46” / Sleeve Length 21”
- Made in the U.S.A.

*Purchase any case of the Gowns listed above and Receive a Box of Yellow KC100 Procedure Face Masks FREE!*

**Use Promo Code RA to Receive Free Goods.**

For more information, please call your sales representative or visit our Web site at www.kchealthcare.com.

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In conjunction with the sale of this gown, a donation will go to support the USO Warrior and Family Care program.

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