

OCCUPATIONAL SAFETY & HEALTH CHECKLIST

HOUSEKEEPING	YES	NO
1. Are uniforms left in the institution or taken home in plastic bags and washed with bleach so infections are not spread to the house?		
2. Are clean uniforms provided if necessary during the day?		
3. Do employees wear different shoes on the job and leave them in the institution?		
4. Are there plastic liners in all garbage pails?		
5. Are garbage pail liners changed daily, including on weekends?		
6. Are all garbage pails covered?		
7. Are liquids disposed of only in sinks or where appropriate in safety cans?		
8. Are sharp objects never put in garbage pails?		
9. Are there special boxes for disposal of needles and sharps?		
10. Is the garbage pail in a patient's room used only for paper waste?		
11. Is garbage with blood and other specimens in it identified as such?		
12. Is contaminated garbage autoclaved or incinerated?		
13. Are employees instructed never to stand on the top two steps of a ladder?		
14. Is any equipment or furniture that is heavy or awkward to handle lifted or moved by more than one person or by mechanical devices?		
15. Do all electrical appliances such as vacuums and polishers have grounded connections?		
16. When floors are being scrubbed or polished, is the area identified as being slippery by posting or roping off the area?		
17. Is all trash handled as if hazardous items were contained in the refuse?		
18. Are all cleaning solutions clearly labelled with ingredients and warnings indicated?		
19. Are housekeeping personnel required to wear gloves and protective clothing?		
20. Is isolation garbage and laundry handled in specially marked bags?		

FOOD SERVICE	YES	NO
1. Are stove hoods kept clean and filters replaced when dirty?		
2. Are only proper sized filters used in stove hoods?		
3. Are kitchen employees instructed in use of fire extinguishers?		
4. Where automatic fire control systems are used, is the head or nozzle directed towards the potential fire area?		
5. Are meat saws, slicers and grinders properly guarded?		
6. Are tamps or push sticks used to feed food grinders and choppers?		
7. Are food cart wheels and drawers in good repair?		
8. Are carbon dioxide tanks secured or stored where they cannot be knocked over?		
9. Are all gauges in good working order?		
10. Are all exposed drive belts, gears, chains and sprockets on dishwashers, conveyors and other equipment guarded?		
11. Are dumbwaiters securely shut when not in use?		
12. Are steam, gas and water pipes clearly marked for identification?		
13. Are knives kept sharpened and in good condition?		
14. Are cuts always made away from the body?		
15. Are knives, saws and cleavers kept in designated area when not in use?		
16. Are blades stored with the cutting edge covered?		
17. Is hand protection readily available for handling hot utensils?		
18. Are the handles of cooking utensils turned toward the back or side of the stove?		
19. Do employees stand to the side of a unit when lighting gas stoves and ovens?		
20. Are broken dishes and spilled food cleaned up immediately?		
21. Are all exits, passageways, fire extinguishers or electrical breaker panels clear of carts, boxes, trash cans or other items?		
22. Are all fans (including fans in coolers and refrigeration units) less than 7 feet from the floor guarded with openings no longer than ½ inch?		
23. Are microwave ovens cleaned often?		
24. Are the door seals on the microwave ovens in good condition so the door closes securely?		
25. Are microwave ovens checked at least every 3 months for leakage?		
26. Are there metal treadle guards placed over foot controls on steam cleaning machines for garbage cans or other items to prevent accidental operation of pedals?		
27. Are heavy lids on equipment such as a steam kettle secured to prevent accidental falling?		
28. Do machines for slicing, grinding, cutting, etc. have guards on all toggle switches to prevent accidental starting?		

29. Do walk-in freezers have an inside light switch and a means of opening the door from the inside?		
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RADIOLOGY	YES	NO
1. Are rooms housing radiation sources properly marked and only authorised personnel allowed in the area?		
2. Where portable x-ray units and radioisotopes are used, are only the patient and trained personnel allowed in the room?		
3. Are x-ray room doors kept closed when equipment is in use?		
4. Are all x-ray machines checked before each use to ensure that the secondary radiation cones and filters are in place?		
5. Are dosimeters worn by all personnel exposed to ionizing radiation sources?		
6. Does each exposed employee have his or her own badge?		
7. Are these exposure levels analysed and the results recorded?		
8. Are all personnel notified that they have a right to know what their radiation exposures are?		
9. Do employees wear proper eye protection to prevent exposure when using or repairing ultra-violet and infra-red instruments or equipment?		
10. Are all radiology rooms, whether for storage or procedures lead lined?		

LAUNDRY	YES	NO
1. Are non-skid mats or flooring provided in wet areas?		
2. Do employees wear non-skid boots or shoes?		
3. Is there a hospital procedure for preventing sharp objects from being left in laundry?		
4. Is all laundry handled as if hazardous instruments were present in the laundry?		
5. Is there adequate ventilation in the laundry?		
6. Are portable air fans adequately guarded and properly grounded?		
7. Is hot equipment shielded so employees are protected from the heat?		
8. Do employees have access to water and cool air to combat heat stress?		
9. Do employees get breaks away from the heat and are they rotated out of the hotter jobs?		
10. Are all employees handling dirty laundry wearing gloves, masks, caps and gowns?		
11. Is there a required clean up procedure and disinfectant soap available in the laundry?		
12. If a worker shifts from clean to dirty laundry or vice versa, does she or he change clothes in between?		
13. Is dirty laundry picked up and sorted daily?		
14. Are there special procedures for handling isolation room laundry?		
15. Is isolation room laundry clearly labelled?		
16. Are water soluble bags used for isolation laundry?		
17. Are carts used only for dirty laundry or clean laundry, never for both?		
18. Are linen transport carts labelled "soiled" and "clean"?		
19. Are these carts cleaned with a germicide on a regular basis?		
20. Is the clean linen room kept dusted, vacuumed and clean?		

PATIENT CARE AREA	YES	NO
1. Are aisles and passageways wide enough for the movement of personnel and materials?		
2. Are passageways and halls free of boxes or other articles being stored?		
3. Are floors treated with non-slip material and is this treatment maintained?		
4. Are electrical cords for lights, T.V.'s, radios and patient monitoring equipment placed so as to prevent tripping hazards?		
5. Are needles and other sharp instruments discarded only in designated containers?		
6. Are drug ampoules broken only by using a metal file after the ampoule tip has been covered with gauze?		
7. Are microwave ovens used only in designated areas?		
8. Are microwave ovens used only in designated areas?		
9. Are acids and other chemicals properly labelled and safely stored and handled?		
10. Are spills (water, flower petals, etc) cleaned up promptly?		

ISOLATION PATIENTS	YES	NO
1. Is there a written hospital procedure for dealing with isolation cases ?		
2. Are all employees informed of the procedure?		
3. Is the isolation room clearly marked with the type of isolation?		
4. Do all employees entering the patient's room have on shoe coverings, masks, caps, gloves and gowns?		
5. Are there foot pedal sinks and washing facilities immediately available outside the room?		
6. If there are no foot pedal sinks, do employees use paper towels for turning faucets on and off?		
7. Do all employees, including doctors, wash up as soon as they leave the isolation room?		
8. Is everything used by the isolation patient disposed of in the room or put in special bags to be carried out?		
9. Is there a basket for disposing of gowns worn in the room?		
10. Are isolation carts adequately stocked?		
11. Are isolation patients maintained in isolation while being transported and being x-rayed?		

LABORATORIES	YES	NO
1. Are chemical workers' goggles or face shields worn when doing work that could involve accidental splashes to the face or eyes?		
2. Are all flammable materials kept in approved safety containers?		
3. Is no more than one day's supply of flammable materials kept in the work area outside an approved storage cabinet?		
4. Is an exhaust hood used when working with toxic, flammable or explosive material?		
5. Are hoods used for working with TB and fungus cultures?		
6. Is the ventilation rate of all hoods recorded and kept near the hoods for future reference?		
7. Are eye wash facilities and safety showers immediately available if acids or caustics are used in the lab?		
8. Are these facilities checked periodically?		
9. Are the areas around the eye wash and shower facilities kept clear and functioning at all times?		
10. Is a chemical cartridge respirator for use with acid gases and organic vapors readily available for use during clean up of spills?		
11. Are CO ₂ or dry chemical fire extinguishers provided and properly mounted and maintained?		
12. Are all chemicals labelled and dated on the day received?		
13. Are all lab coats taken off when leaving lab for the day or for lunch?		
14. Are a sufficient number of automatic pipetting devices available?		
15. Are disposable pipettes always thrown away and never reused?		
16. Are non-disposable pipettes autoclaved between uses?		
17. Are there special procedures for disposal of chemicals?		
18. Are garbage cans large enough to hold all refuse without spilling over?		
19. Are garbage cans covered?		
20. Are separate containers used for the disposal of glass, syringes and needles?		
21. Are liquid wastes kept separate from solid?		
22. Are needles disposed of separately in an impervious container?		
23. Are slides disposed of separately to insure that no one is cut or contaminated?		
24. Are specimens centrifuged with stoppers in them?		
25. If a specimen breaks in the centrifuge, is the centrifuge washed and thoroughly disinfected before reuse?		
26. Are lab coats or uniforms disposed of separately if they are worn while handling known infectious samples?		

27. Are gloves worn in the lab when working with toxic chemicals?		
28. Are contaminated materials disposed of in clearly marked containers?		
29. Is the container cleaned periodically?		
30. Is the container double bagged and covered when material requires it?		
31. Is contaminated garbage autoclaved?		

MAINTENANCE AND ENGINEERING	YES	NO
1. Are materials stacked neatly and not scattered in aisles and over floors?		
2. Are all drive belts guarded?		
3. Are chains and sprockets, gears and shafting properly enclosed?		
4. Are tool rests, adjustable tongue guards and spindle guards installed and properly adjusted on all grinders?		
5. Are there blade guards on table saws, band saws and radial arm saws?		
6. Are metal ladders never used by employees working on electrical equipment, wiring or changing light bulbs?		
7. Are broken ladders destroyed or tagged and removed from service until repaired?		
8. Are battery charging areas designated "no smoking" and well ventilated?		
9. Is gasoline-powered equipment operated in well ventilated areas?		
10. Are protective clothing and equipment provided for and worn by all employees exposed to hazards requiring protection such as - gloves for handling hot, wet or sharp objects and chemicals for. Eye and face protection - for protection from chips, sparks, glare and splashes hearing protection - for protection from noise sources. Local exhaust - wood dust.		
11. Are fuel and flammable gas cylinders stored seperately from oxidising gas cylinders?		
12. Are all compressed gas cylinders chained or secured in some way?		
13. Are oxygen and fuel gases seperated by at least 20 feet?		
14. Are all cylinders stored away from heat sources such as radiators, steam pipes and direct sunlight?		
15. Are all cylinders kept free of grease?		
16. Are trash compactors operable only in the closed position?		
17. Are there guarding devices on trash compactors such as two-hand controls, electric eyes or emergency shut off bars?		
18. Is compressed air used for cleaning purposes regulated to discharge at under 30 psi?		
19. Are approved dust respirators worn when insulation is being replaced, to avoid inhalation or asbestos and glass fibers?		

20. Are rubber gloves and goggles or a face shield worn when handling concentrated liquid ammonia?		
21. Are rubber gloves and respirators approved for use with organic dusts and vapors worn by employees applying pesticides?		
22. If there is adequate ventilation in areas being painted are respirators approved for use with organic vapors worn?		
23. Are solvent resistant (Neoprene) gloves worn by employees working with solvents such as methyl, ethyl ketone, acetone or stoddard solvent?		

SPECIMEN HANDLING	YES	NO
1. Are specimens put tightly sealed in individual bags?		
2. Are all people handling specimens required to wash their hands after handling them?		
3. Are all specimens handled as if they were contagious?		

ALL DEPARTMENTS	YES	NO
Walking and Working Surfaces, Aisles and Floors		
1. Are all places of employment kept clean and orderly?		
2. Are floors, aisles and passageways kept clean and dry and all spills cleaned up immediately?		
3. Are floor holes such as drains covered?		
4. Are halls kept free of obstacles (beds, books, etc)?		
5. Are permanent aisles appropriately marked?		
6. Are wet and/or greasy areas covered with non-slip materials or mats?		
7. Are mats (rubber and wood) in good repair?		
8. Are carpets kept tight so they will not roll or bunch up?		
9. Are all electric cords or phone cords which run across aisles or passageways covered?		

LADDERS	YES	NO
1. Have defective ladders (eg. With broken rungs, broken steps, or split side rails) been tagged as "DANGEROUS, DO NOT USE" and removed from service for repair or destruction?		
2. Is the use of the top of an ordinary step ladder as a step prohibited?		

EXITS AND EXIT MARKINGS	YES	NO
1. Are all exits marked with an exit sign and illuminated by a reliable light source?		
2. Is the direction to exits, when not immediately apparent, marked with visible signs?		
3. Are doors or other passageways, that are neither exits nor access to an exit and located where they may be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc. ?		
4. Are exit doors side-hinged?		
5. Are all doors that must be passed through to reach an exit or way to an exit, always free to access with no possibility of a person being locked inside?		

MEDICAL AND FIRST AID	YES	NO
1. Are First Aid Kits easily accessible in non-patient work areas?		
2. Is there a routine immunisation programme for employees exposed to infectious diseases?		
3. Are all employees required to have annual check-ups?		
4. Are emergency phone numbers posted ?		
6. Where employees may be exposed to injurious corrosive materials, are they provided with quick drenching and flushing facilities for immediate emergency use?		

FIRE PROTECTION, EXTINGUISHERS	YES	NO
1. Are the extinguishers selected for the types of combustibles and flammables in the areas where they are to be used? Class A Ordinary combustible material fires Class B Flammable liquid, or grease fires Class C Energised electrical equipment fires		
2. Are extinguishers fully charged and kept in their designated places?		
3. Are extinguishers located along normal paths of travel?		
4. Are extinguisher locations kept free from obstruction or blockage?		
5. Are extinguishers not mounted too high? If less than 40 pounds, the top must not be higher than 5 feet above floor; if greater than 40 pounds, the top must not be higher than 3½ feet above floor.		
6. Have all extinguishers been serviced, maintained, and tagged at intervals not exceeding one year?		
7. Are all extinguishers checked (by management or designated employee) monthly to see if they are in place or if they have been discharged, etc.?		
8. Have all extinguishers been hydrostatically tested according to schedules set for the type of extinguisher?		

ELECTRICAL HAZARDS	YES	NO
1. Have exposed wires, frayed cords and deteriorated insulation been repaired or replaced?		
2. Are junction boxes, outlets, switches and fittings covered?		
3. Is all metal fixed electrical equipment grounded?		
4. Does all equipment connected by cord and plug have grounded connections ?		
5. Are electrical appliances such as vacuums, blowers, vending machines, coffee pots, hot plates, toasters, etc. grounded?		
6. Are all portable electrical hand tools grounded? (Double insulated tools are acceptable without grounding).		
7. Are breaker switches identified as to their use?		
8. Are any flexible cords and cables run through walls, ceilings, doorways or windows?		
9. Are flexible cords and cables never substituted for fixed wiring?		
10. Is electrical disconnected equipment accessible?		
11. Are all extension cords in use of appropriate wiring to carry the current being drawn?		

MACHINERY AND MACHINE GUARDING	YES	NO
1. Do fans less than 7 feet above floor have guards with openings of ½ inch or less?		
2. Are all pieces of equipment with an electric motor or any electrical connection effectively grounded?		
3. Are belts, pulleys and rotating shafts properly guarded?		
4. Are chains, sprockets and gears properly guarded?		
5. Are all in-going nip points properly guarded?		
6. Are all blades, saws and sharp edges properly guarded?		