

# Sample Safety Checklist for Safety Group

## 569 Members

### **General Operations Procedures**

|  |  |
|--|--|
|  | Do you have a written safety program in place that has been provided to all employees? |
|  | Do you provide safety training for all employees on a regular basis?                   |
|  | Do you provide the appropriate protective equipment to be worn by your employees?      |
|  | Are work areas regularly inspected for hazardous conditions?                           |


### **Slip, Trip, and Fall Prevention**

|  |  |
|--|--|
|  | Do you strongly enforce housekeeping rules, such as immediately cleaning up spills and messes? |
|  | Are employees encouraged to maintain a neat workplace and keep storage areas well-organized?   |
|  | Are all aisles and hallways free from obstructions, including electrical cords?                |
|  | Are all workspaces properly lit?   |
|  | Is appropriate signage placed to alert employees or wet or slippery floor conditions?          |
|  | Are bathrooms properly furnished with grab bars?   |
|  | Are employees required to wear appropriate footwear?   |
|  | Are stepladders available in the office and storage areas to safely get items on shelves?      |

### **Electrical Safety**

|  |  |
|--|--|
|  | Are all appliances, medical equipment, and other electronics properly grounded and tested on a routine basis?  |
|  | Is equipment properly stored when not in use to ensure that it is not tampered with by unauthorized personnel? |
|  | Are all employees educated on how to properly use equipment required for their position?                       |

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### **Electrical Safety (Cont.)**

|  |   |
|--|---|
|  | Are frayed wires and power cords immediately replaced?  |
|  | Are all electrical outlets and junction boxes properly covered?   |
|  | Have Ground Fault Circuit Interrupters protectors been installed on electrical outlets that are close to water sources? |


### **Fire Safety**

|  |  |
|--|--|
|  | Are all exits clearly indicated with visible signage and properly lit?                                   |
|  | Are all exits free of obstructions that would prevent them from being used in case of an emergency?      |
|  | Are doors that are not an exit and properly indicated with visible signage (ex. Storage Area, Basement)? |
|  | Are employees properly trained on how to use a fire extinguisher?  |
|  | Are fire drills held on a regular basis?   |
|  | Are "No Smoking" rules properly enforced while employees are working?                                    |
|  | Are all combustible and flammable objects properly stored in an authorized area?                         |
|  | Are all fire extinguishers and sprinkler systems inspected on a routine basis?                           |
|  | Has a floor evacuation plan been posted throughout the workplace?  |

### **Chemical and Pharmaceutical Safety**

|  |   |
|--|---|
|  | Are all chemical and pharmaceutical containers properly labelled and kept in an authorized area that is only accessible by employees? |
|  | Is proper protective attire worn when employees are handling chemicals or administering any hazardous pharmaceuticals?                |
|  | Are Material Safety Data Sheets available for all hazardous chemicals and pharmaceuticals in the workplace?                           |
|  | Are Material Safety Data Sheets easily accessible to employees?   |

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### **Compressed Gas Cylinder Safety**

|  |  |
|--|--|
|  | Are all oxygen tanks properly secured and stored in an authorized area?    |
|  | Are all oxygen tanks stored away from flammable and combustible materials? |


### **First Aid**

|  |  |
|--|--|
|  | Have emergency numbers been posted throughout the workplace?         |
|  | Are first aid kits easily accessible to all employees?               |
|  | Are all first aid kits fully stocked and checked on a regular basis? |
|  | Are eyewash stations properly maintained and clear of obstructions?  |

### **Office Safety**

|  |   |
|--|---|
|  | Are all workstations clear of clutter, and paperwork is filed away in the appropriate place to avoid large piles?   |
|  | Are filing cabinets properly secured and loaded from the bottom first?  |
|  | Are employees required to keep drawers closed on desks and filing cabinets?   |
|  | Are all workstations set up and adjusted to the needs of the individual that uses them?                             |
|  | Are all chairs adjusted properly so the employee's feet can rest comfortably on the floor and provide back support? |
|  | Are all computer monitors positioned below eye-level and 18-24 inches away from eyes?                               |
|  | Are all employees provided with the proper training to deal with violent or irate patients?                         |
|  | Are proper security devices in place throughout the workplace such as panic buttons, cameras, curved mirrors, etc.? |
|  | Are stairways, hallways, and parking areas adequately lit?  |

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### Bloodborne Pathogen Safety

|  |  |
|--|--|
|  | Do employees wear appropriate hand protection when handling blood or other bodily fluids?  |
|  | Do you require all employees to follow universal safety measures by treating all bodily fluids and samples as if they were infectious materials? |
|  | Are employees educated and trained annually on bloodborne pathogens?   |
|  | Are all needles, sharps, and infectious wastes disposed of in the proper containers?   |
|  | Are employees alert and cautious of sharps when handling sheets and refuse bags?   |
|  | Are employees properly educated on how to pick up and dispose of broken glass?   |
|  | Are all employees required to immediately wash their hands after removing gloves or other protective clothing?                                   |
|  | Are hand washing stations easily accessible to all employees?  |

### Lifting and Patient Transfer Precautions

|  |  |
|--|--|
|  | Are employees encouraged to use proper lifting techniques when listing materials and aiding in patient transfer? |
|  | Are lifting aids (ex. hand truck) easily accessible to employees to transport heavy materials and equipment?     |
|  | Do you avoid storing heavy materials on upper shelves?   |
|  | When transferring a patient, is the appropriate number of staff members available to assist?                     |
|  | Are patient transfer aids such as stretchers, carts, and wheelchairs kept in good condition?                     |
|  | Are gaiters and transfer belts properly maintained and replaced at the appropriate times?                        |

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