

Sample Safety Checklist for Safety Group

575 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 aggressive 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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Office Safety (Cont.)

	Is the office reasonably equipped on preventing patients from escaping and employees properly educated on what to do in the event of an escape?
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Bloodborne Pathogen Safety

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


	Are employees encouraged to use proper lifting techniques when listing materials and aiding in patient transfer?
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	Are lifting aids (ex. hand truck) easily accessible to employees to transport heavy materials and equipment?
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	Do you avoid storing heavy materials on upper shelves?
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	When transferring a patient, is the appropriate number of staff members available to assist?
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