



**ENVIRONMENTAL HEALTH AND SAFETY
PPA ASSESSMENT CHECKLIST**

Unit Manager:	
Business Manager/Director:	
Date of Assessment:	
Regulated by CMS:	
Accrediting Agency:	CAP CLIA ASHI COLA OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____
Department:	
Building and Room Number(s):	
Inspected By:	

		C	NC	NA	Comments
A. EXTERIOR					
1.	Adequate ADA parking spaces and accessibility to the clinic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	External grounds are in good repair, lighting adequate, drainage adequate, no over grown vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Fire Department Connection (FDC) is marked at each designated site where sprinklers are present. NFPA 704 placard (if needed) is correct and displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Off site location has a "Knox" box containing a key to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. ENTRANCE INCLUDING WAITING ROOM					
1.	Proper warning signs are displayed in all areas (i.e. confined space label, lab sign, oxygen sign, chemical storage area sign, electrical room, mechanical room, cryogenic sign, glutaraldehyde sign, formaldehyde sign, particularly hazardous chemicals, hand washing, non-hand washing signs, cage cards, caution-hot work in process-stay clear sign, asbestos containing material labels, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.	Equipment will be labeled with the weight limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Facilities are ADA accessible (i.e. panic hardware, ramps, grab bars in restrooms, toilets, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Cleanable floor surface is present in the labs, patient exam rooms and procedure rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	There is hand sanitizer, mask and Kleenex at front desk for patients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

C. THROUGHOUT

1.	Trash can has a lid if greater than 40 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Maintains an 18" ceiling clearance in sprinkled buildings and 24" ceiling clearance in non-sprinkled buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Ceiling tiles are dry, clean, in place, and intact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Areas are free of dust, dirt, soil, trash, odors, and hazards (fixtures, walls, ceilings, and floors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Audible and/or visual fire alarms are operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Fire doors operate properly. They are not blocked or chocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	All emergency and safety equipment (fire extinguishers and hose, pull stations, spill kits, eyewash, safety shower, drain plug, PPE, etc.) locations are clearly marked, accessible (travel distance must be less than 50 feet for fire extinguishers), and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	All fire extinguishers are properly mounted, fully charged, inspected monthly and yearly, and appropriate for setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Multi outlet strips are plugged into wall outlet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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10.	Extension cords are not used for permanent wiring, UL listed, grounding plug in place and rated for appropriate amp usage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	All electrical receptacles or panels are in place, accessible, and have proper clearance (36"). Breakers are appropriately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Appropriate electrical outlets in use, working properly, in good condition, and are not overloaded (i.e. wires are not exposed, circuits are not overloaded, missing switch or outlet plates, broken conduit or open junction boxes, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Protective guarding is over electrical lighting equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Identification badge is worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Personnel have badge buddies (Emergency Codes & Patient Safety Goals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Required areas and doors (labs, medication rooms, soiled utility storage, mechanical & storage rooms, etc.) are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Patient records and patients physical privacy are protected. (HIPPA) Access is restricted and there is a retention policy for all paper files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Prescription pads/e-prescriptions have a physician's incomplete DEA Number printed on the pads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Adequate policies, procedures, PPE and practices are in place for the use of cryogenics. (i.e. cryogenic gloves , face shield, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

20.	Compressed gas cylinders are identified (legibly marked), segregated from incompatibles, and physically secured with valve protection cover in place at all times except when in use. Full and Empty oxygen cylinders are separated. Oxygen cylinders are labeled of their status (i.e. full or empty)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Clinical equipment is under Preventive Maintenance through Clinical Equipment or appropriate support service (check NCBH label on equipment) and is up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. CORRIDORS					
1.	Facilities are ADA accessible (i.e. panic hardware, ramps, grab bars in restrooms, toilets, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Alcohol based hand sanitizer dispensers are installed and meet the NC Fire Code (6 inches from electrical receptacle switch, appliances device, or ignition source).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Non alcohol sanitizer dispensers located in carpeted areas of unsprinklered buildings are non auto dispensers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	All means of egress are marked with a working exit sign that have letters 4 or more inches high (6 inches high in new buildings) and work properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Eyewash/safety showers are flushed, inspected, and inspection recorded weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Eyewash and safety showers are available and spaced appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Eyewash stations must be available and ANSI approved, accessible, and activated within one second. Water is potable and tepid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Passage corridors, walkways, aisle ways, stair wells, and work areas are clear of obstructions and trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E. LABS				
1.	Biosafety cabinets and fume hoods are used appropriately (i.e. free of stored chemicals and equipment, UV lighting, crowding, flammables).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Biosafety cabinet(s) has been certified within the last 6-12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Safety devices and sharps (needles, scalpels, and sutures) are used, safety features are activated and there is no recapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Eyewash/safety showers are flushed, inspected, and inspection recorded weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Eyewash and safety showers are available and spaced appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Eyewash stations must be available and ANSI approved, accessible, and activated within one second. Water is potable and tepid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Outlets are provided with adequate grounding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Outlets contain a GFCI or equivalent within 6 feet of water use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Biosafety cabinets and fume hoods are used appropriately (i.e. free of stored chemicals and equipment, UV lighting, crowding, flammables).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Biosafety cabinet(s) has been certified within the last 6-12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Safety devices and Sharps (needles, scalpels, and sutures) are used, safety features are activated and there is no recapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	All chemicals are clearly identified and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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12.	Compatible chemicals are stored together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Eyewash/safety showers are flushed, inspected, and inspection recorded weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Flammables/combustibles are stored appropriately. The flammable cabinet(s) is self-closing and latches properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Medical refrigerators are plugged into emergency power, battery back up or there is a process deal with the loss of power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	All "chemical" waste (including investigational drugs and regulated pharmaceuticals, are identified and disposed of through SH&E. This includes containers that held acutely hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Universal Waste is collected, properly labeled, and dated with the word "Universal Waste - Lamps", "Universal Waste - Batteries", or "Universal Waste - Mercury-Containing Equipment" for proper disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Sharps containers are readily visible, accessible and closeable. Contents are below the fill line. The trash container placement in exam/procedure room(s) is away from sharps container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Bio waste labels are not on regular trash cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	An annual PPE Assessment and Training Form has been performed to identify required PPE needed & personnel are trained in the proper use of PPE (PPE Training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	PPE is supplied and available in a range of sizes (i.e. lab coat, gloves, eye protection, cryogenic gloves, face shield, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

23.	Adequate eye protection and/or equivalent engineering controls (i.e. BSC) are used while engaging in hazardous activities or to protect patients from procedures that could generate particulates cast cutting, laser use, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Dipstick urine sample is disposed in a non hand washing sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Dirty and clean storage is clearly separated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Devices, medications, instruments and sterile supplies are in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Refrigerator/freezer has a digital min/max thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	There is no storage under the sink except for cleaning supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

F. MECH/ELECTRICAL/TELECOM/UTILITY

1.	Proper warning signs are displayed in all areas (i.e. confined space label, lab sign, oxygen sign, chemical storage area sign, electrical room, mechanical room, cryogenic sign, glutaraldehyde sign, formaldehyde sign, particularly hazardous chemicals, hand washing, non-hand washing signs, cage cards, caution-hot work in process-stay clear sign, asbestos containing material labels, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Penetrations are protected on all fire rated walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Electrical and mechanical room(s) are free of storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	All electrical receptacles or panels are in place, accessible, and have proper clearance (36"). Breakers are appropriately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Staff knows the location of the electrical, HVAC and medical gas cut offs and who is responsible (i.e. manager).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G. STAFF AREAS (RESTROOMS, BREAK AREAS)

1.	Outlets are provided with adequate grounding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Outlets contain a GFCI or equivalent within 6 feet of water use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Heat producing equipment must be commercial grade (i.e. microwave, toaster, coffee pots). Microwave is limited to a 90 second timer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Approved soap is used in the patient and staff areas. Hand hygiene compliance is fostered. Hand washing sink is available in each exam room. Splash guards have been installed. Nothing is stored in the splash guard area. Hand sanitizers are available and used. The approved wipe is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

H. PATIENT CARE (E.G. RESTROOMS)

1.	Proper warning signs are displayed in all areas (i.e. confined space label, lab sign, oxygen sign, chemical storage area sign, electrical room, mechanical room, cryogenic sign, glutaraldehyde sign, formaldehyde sign, particularly hazardous chemicals, hand washing, non-hand washing signs, cage cards, caution-hot work in process-stay clear sign, asbestos containing material labels, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	There is equipment available for patient handling tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Equipment will be labeled with the weight limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Areas and furnishings are in good repair. Exposed surfaces are in good shape, intact (without tears or breaches to the surface) and cleanable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Facilities are ADA accessible (i.e. panic hardware, ramps, grab bars in restrooms, toilets, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.	There is sufficient clear floor and turning space inside exam rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Medical Equipment, exam tables and chairs can accommodate mobility challenged patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	If imaging is used, aprons available and annual shielding performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Outlets are provided with adequate grounding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Outlets contain a GFCI or equivalent within 6 feet of water use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Safety devices and Sharps (needles, scalpels, and sutures) are used, safety features are activated and there is no recapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	All chemicals are clearly identified and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Sharps containers are readily visible, accessible and closeable. Contents are below the fill line. The trash container placement in exam/procedure room(s) is away from sharps container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Bio waste labels are not on regular trash cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	An annual PPE Assessment and Training Form has been performed to identify required PPE needed & personnel are trained in the proper use of PPE (PPE Training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	PPE is supplied and available in a range of sizes (i.e. lab coat, gloves, eye protection, cryogenic gloves, face shield, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Appropriate footwear is being worn when working around chemicals or hazardous environment in the laboratory, clinic, or other high risk area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18.	Adequate eye protection and/or equivalent engineering controls (i.e. BSC) are used while engaging in hazardous activities or to protect patients from procedures that could generate particulates cast cutting, laser use, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Pull cords are located in restrooms, operational and staff knows how to respond.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Approved soap is used in the patient and staff areas. Hand hygiene compliance is fostered. Hand washing sink is available in each exam room. Splash guards have been installed. Nothing is stored in the splash guard area. Hand sanitizers are available and used. The approved wipe is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Cleanable floor surface is present in the labs, patient exam rooms and procedure rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	IV fluids are spiked at the time of use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Single use packages of topical ointment (K-Y Jelly) are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Clean linen is stored covered, off floor and stored separately from other supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Devices, medications, instruments and sterile supplies are in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	There is no storage under the sink except for cleaning supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I. SOILED

1.	Proper warning signs are displayed in all areas (i.e. confined space label, lab sign, oxygen sign, chemical storage area sign, electrical room, mechanical room, cryogenic sign, glutaraldehyde sign, formaldehyde sign, particularly hazardous chemicals, hand washing, non-hand washing signs, cage cards, caution-hot work in process-stay clear sign, asbestos containing material labels, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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2.	All "chemical" waste (including investigational drugs and regulated pharmaceuticals, are identified and disposed of through SH&E. This includes containers that held acutely hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Universal Waste is collected, properly labeled, and dated with the word "Universal Waste - Lamps", "Universal Waste - Batteries", or "Universal Waste - Mercury-Containing Equipment" for proper disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Bio waste labels are not on regular trash cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Bio waste container has a lid and are on casters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Bio waste is on a routine pick up schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Dipstick urine sample is disposed in a non hand washing sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Soiled linen container(s) are labeled "Soiled Linen".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

J. REPROCESSING

1.	Proper warning signs are displayed in all areas (i.e. confined space label, lab sign, oxygen sign, chemical storage area sign, electrical room, mechanical room, cryogenic sign, glutaraldehyde sign, formaldehyde sign, particularly hazardous chemicals, hand washing, non-hand washing signs, cage cards, caution-hot work in process-stay clear sign, asbestos containing material labels, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	There is no evidence of eating/drinking outside of a designated area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Eyewash/safety showers are flushed, inspected, and inspection recorded weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Eyewash and safety showers are available and spaced appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5.	Eyewash stations must be available and ANSI approved, accessible, and activated within one second. Water is potable and tepid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Outlets are provided with adequate grounding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Outlets contain a GFCI or equivalent within 6 feet of water use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	All chemicals are clearly identified and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Compatible chemicals are stored together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Flammables/combustibles are stored appropriately. The flammable cabinet(s) is self-closing and latches properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	All "chemical" waste (including investigational drugs and regulated pharmaceuticals, are identified and disposed of through SH&E. This includes containers that held acutely hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Bio waste labels are not on regular trash cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	An annual PPE Assessment and Training Form has been performed to identify required PPE needed & personnel are trained in the proper use of PPE (PPE Training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	PPE is supplied and available in a range of sizes (i.e. lab coat, gloves, eye protection, cryogenic gloves, face shield, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Appropriate footwear is being worn when working around chemicals or hazardous environment in the laboratory, clinic, or other high risk area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	There is adequate space to accommodate cleaning and decontamination of instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

17.	Devices are soaked in the cidex/OPA solution for at least 20/12 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	A timer is used to monitor soak time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	There are written instructions for using High Level Disinfectant (glutaraldehyde/OPA).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Glutaraldehyde/OPA solutions are checked daily with test strips and results are recorded and solution is monitored for temperature (20°C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	All biohazard waste containers, instrument containers, and transport containers must be labeled with a biohazard symbol and covered with a lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Scopes are cleaned using an enzymatic cleaner before being placed in the high level disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	A log is maintained of all high level disinfected scopes to include date, serial number, patient name, staff member, solution test and soak time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Dirty and clean storage is clearly separated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Devices, medications, instruments and sterile supplies are in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	There is no storage under the sink except for cleaning supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

K. PHARMACY (MEDICINE, CHEMO PREP)

1.	Pharmaceutical/medications/controlled substances are secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Biosafety cabinets and fume hoods are used appropriately (i.e. free of stored chemicals and equipment, UV lighting, crowding, flammables).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Biosafety cabinet(s) has been certified within the last 6-12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4.	Safety devices and Sharps (needles, scalpels, and sutures) are used, safety features are activated and there is no recapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	All "chemical" waste (including investigational drugs and regulated pharmaceuticals, are identified and disposed of through SH&E. This includes containers that held acutely hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Sharps containers are readily visible, accessible and closeable. Contents are below the fill line. The trash container placement in exam/procedure room(s) is away from sharps container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	An annual PPE Assessment and Training Form has been performed to identify required PPE needed & personnel are trained in the proper use of PPE (PPE Training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	PPE is supplied and available in a range of sizes (i.e. lab coat, gloves, eye protection, cryogenic gloves, face shield, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Appropriate footwear is being worn when working around chemicals or hazardous environment in the laboratory, clinic, or other high risk area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Medication that is pre-drawn is labeled with the time of draw, initials of person drawing, medication name, strength, and expiration date or time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Refrigerator/freezer has a digital min/max thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Refrigerator temperatures are monitored for storage of drugs, specimens and other pharmaceuticals. Refrigerator temperatures are recorded daily for proper temperatures (36 - 46 F; 2 - 8 C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	There is no storage under the sink except for cleaning supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14.	Emergency Preparedness equipment is available (i.e. flashlights, coolers, ice packs, blankets, non-perishable food and water, etc.) in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L. NURSES STATION					
1.	There is no evidence of eating/drinking outside of a designated area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Areas and furnishings are in good repair. Exposed surfaces are in good shape, intact (without tears or breaches to the surface) and cleanable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Resuscitation devices are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	There is an AED and it is checked daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Universal Waste is collected, properly labeled, and dated with the word "Universal Waste - Lamps", "Universal Waste - Batteries", or "Universal Waste - Mercury-Containing Equipment" for proper disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Small containers (4 oz.) of hand lotion are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Code cart is available, plugged into emergency power and checked daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Emergency Preparedness equipment is available (i.e. flashlights, coolers, ice packs, blankets, non-perishable food and water, etc.) in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M. STORAGE					
1.	Supplies are stored at a minimum of 8 inches off the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Supplies are removed from shipping cartons before storage and outer shipping boxes are not left in the clinical areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.	Universal Waste is collected, properly labeled, and dated with the word "Universal Waste - Lamps", "Universal Waste - Batteries", or "Universal Waste - Mercury-Containing Equipment" for proper disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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N. EVS CLOSETS

1.	Eyewash/safety showers are flushed, inspected, and inspection recorded weekly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Eyewash and safety showers are available and spaced appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Eyewash stations must be available and ANSI approved, accessible, and activated within one second. Water is potable and tepid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

N. STAFF KNOWLEDGE

1.	Employee injuries are reported to the supervisor and on the Infinet at the time of occurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	A fire drill has been performed for the required time period (quarterly or annually).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Staff knows the location of the emergency power receptacle and intended use (Life Support Equipment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	The staff knows the location of the Mag locks and who is responsible (i.e. manager).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	SDS (Safety Data Sheets) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Staff can articulate PPE selection and usage based on WFBMC Exposure Control Plan and the Isolation Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Respirator wearers have been medically cleared, fit tested, and trained within 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	There is a standard decontaminating solution used for all surfaces., including toys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9.	New employees have received required training related to their job duties within their initial ninety days (including safety training-fire, hazard communication safety, BBP, hazardous waste, AED, & High Level Disinfectant). Must have job descriptions for all roles (RN,LPN, CMA, etc.) All new or transferred staff are oriented on job responsibilities and can relate items listed in Orientation to Environment form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Employees have received the required annual training (including safety training-fire, hazard communication safety, BBP, hazardous waste, AED, & High Level Disinfectant).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Staff has reviewed and updated PeopleSoft Hazard Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Infection control designee and backup designee have attended 0206 training. (See certificate.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Patient safety goal poster is posted and current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Two identifiers are used for patient check-in, procedures, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	All specimens are labeled in front of the patient one at a time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Fall Risk Patients are assessed and identified (state what manner, for example, yellow dot on chart, Centricity, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	There is a infection control designee on site and a backup designee, if non contiguous facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	There is a defined cleaning schedule for patient equipment such as BP cuffs, toys, books, telephones, computer keyboards, bench tops, instrument surfaces, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

19.	Procedures are known for identifying a patient who may have a communicable disease (identify location).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Injection practices reflect CDC recommendations to prevent contamination between patients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Purchase and use of multi-dose vials has been reviewed and procedures are followed (i.e., dated, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Medication that is pre-drawn is labeled with the time of draw, initials of person drawing, medication name, strength, and expiration date or time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	A current list of reportable communicable diseases is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Replacement for contaminated clothing is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Practices are in place to prevent central line-associated bloodstream infections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Practices are in place to prevent surgical site infections. (Concerning hair removal at surgical site, appropriate: no hair removal at all, clipping or depilatory use.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Staff is knowledgeable in terms of who is responsible for ensuring that all clinical equipment is inspected by appropriate support services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Flip chart is available and current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	All specimens are labeled in front of the patient one at a time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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30.	Employees know their roles and responsibilities in case of an emergency. They know how to report a hazard (unsafe condition, spills, or fire) and the number to report a hazard (an unsafe condition or fire). (716-9111 or 911 for off-site) Emergency phone number for the Medical Center is posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	All personnel have been instructed in the emergency procedures and as to the location(s) of emergency exits, fire alarm pull stations, fire extinguishers, safety showers and eyewash stations. Area Evacuation Plans are posted and Assembly Points are known.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	There is a Disaster Response and Recovery Plan and employees know departmental role if Disaster Response and Recovery Plan is implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Disaster Response and Recovery Plan is reviewed and updated annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	