

Safety Checklist



NURSING / CONVALESCENT HOME

Supervisor: _____ Date: _____

Department/Area : _____

Yes	No	Bloodborne Pathogens
		Written Exposure Control Plan developed
		Refresher training on bloodborne pathogens held at least annually
		Employees follow universal precautions by treating all blood and other body fluids as if they were infectious materials
		Hand protection worn when handling blood or other bodily fluids
		Broom and dust pan used to pick up broken glass
		Hand washing facilities easily accessible
		Employees wash their hands immediately after removing gloves or other personal protective equipment
		Employees use caution when reaching into refuse containers
		Employees alert to sharps when handling bed sheets and refuse bags
		Needles and infectious waste deposited in appropriate disposal containers

Fall Prevention

		Work and storage areas kept clean, neat and organized
		Appropriate signage placed in areas of wet and slippery floors
		Aisles and passageways kept clear of obstructions
		Bathrooms equipped with grab bars and call buttons
		Hallways have handrails that are sturdy and contain no sharp edges
		Walking surfaces - floors, carpeting, outside grounds, etc. - in good condition
		Employees wear proper footwear
		Floor openings, such as drains in kitchens and maintenance areas, adequately covered
		Stepladders available in office and storage areas to retrieve items from shelves

Yes No

Fire Safety

		Fire exit doors free of obstructions, exit signs appropriately illuminated
		Clear and visible signage indicating direction of nearest exit doors
		Doors that do not lead to exits are appropriately labeled "Not An Exit", "Storage Room", "To Basement", etc.
		Flammable solvents stored in approved metal containers and cabinets
		Fire extinguishers fully charged and not obstructed by materials
		Fire extinguishers and sprinkler system inspected on a regular basis
		Fire drills held as mandated
		Floor evacuation plan posted throughout the workplace
		"No smoking" rules strictly enforced

Chemical / Pharmaceutical Safety

		Written hazard communication program in place
		MSDS sheets available for all hazardous chemicals and drugs that present a health hazard to employees
		MSDS sheets accessible to all employees
		All chemical and pharmaceutical containers properly labeled
		Drugs and chemicals stored in their designated containers
		Pharmaceutical storage and preparation areas not accessible to unauthorized personnel
		Proper personal protective equipment worn when administering hazardous drugs or handling chemicals

Back Safety / Patient Transfer

		Employees utilize proper lifting techniques during patient transfer and manually lifting materials
		Appropriate number of staff used to lift or transfer patients
		Stretchers, carts, wheel chairs and other moving equipment kept in good condition
		Gait and transfer belts well maintained and replaced when necessary
		Lifting aides such as carts, hand trucks, dollies, etc. available to transport heavy materials
		Heavy materials not stored on upper shelving to prevent overreaching

Electrical Safety

		Electrical machinery, appliances and medical equipment properly grounded
		GFCI protectors (Ground Fault Circuit Interrupters) installed on electrical outlets near water sources
		Electrical outlets, junction boxes and other electrical components properly covered
		Panel box doors closed and circuit spaces covered
		Frayed power cords repaired or replaced promptly



Yes No

Ergonomics

		Workstations, such as desks, set up and adjusted to meet the needs of individual users
		Chair's height adjusted to allow feet to rest comfortably on the floor and provide adequate back support
		Angle of keyboard adjusted to allow the wrist and elbow to be in a neutral (straight) position while typing
		Computer monitor positioned below eye level and 18 to 24 inches from eyes

First Aid

		Eyewash stations properly maintained and kept free of obstructions
		First aid kits kept well stocked and easily accessible to employees
		Emergency numbers posted throughout the workplace

Laundry Staff

		Employees wear hand protection when handling laundry and cleaning detergents
		MSDS sheets available for cleaning agents and detergents
		Laundry staff alert to sharps, blood and body fluids
		Carts used to transport laundry bags

Kitchen Staff

		Slip-resistant mats maintained and replaced when in disrepair
		Oven mitts or pot holders easily accessible
		Fire suppression system working and maintained
		Knife blades kept sharp, handles secured and stored with blades covered to prevent cuts
		All machinery properly guarded and grounded
		Cleaning chemicals stored with their lids tightly closed and kept in separate and secure areas away from food or heat sources
		Explosion proof covers over light bulbs in walk in freezers
		Walk-in freezer doors equipped with inside release lock

Compressed Gas Cylinder Safety

		Oxygen tanks properly secured
		Oxygen tanks stored away from flammable and combustible materials



Yes No

Workplace Violence

		Training provided in dealing with violent patients
		Security devices in place – panic buttons, surveillance cameras, card-key access systems, etc.
		Curved mirrors at hallway intersections and concealed areas
		Adequate lighting in stairways, hallways and parking lot areas
		Visitors required to complete sign in sheets

