

|              |                  |                  |
|--------------|------------------|------------------|
| <b>DATE:</b> | <b>LOCATION:</b> | <b>SURVEYOR:</b> |
|--------------|------------------|------------------|

## SAFETY AUDIT CHECKLIST

### *General Safety*

|     | YES | NO | N/A |  |
|-----|-----|----|-----|--|
| 1.  |     |    |     | Are drawers kept closed at all times when not actually in use?   |
| 2.  |     |    |     | Are chairs and other furniture in good condition?  |
| 3.  |     |    |     | Are all compressed gas cylinders that may be in your area secured from falling over?   |
| 4.  |     |    |     | During the survey, were all staff observed using proper body mechanics?  |
| 5.  |     |    |     | In areas where items are stored or placed overhead, is there ready access to a suitable step stool, stepladder, or similar device? |
| 6.  |     |    |     | In storage areas, are the heavier items stored at waist level, with the lightest objects placed on the higher shelves?             |
| 7.  |     |    |     | Are all vehicles (carts, wheelchairs, etc.) in good operating condition?   |
| 8.  |     |    |     | Has personal protection equipment (as required by MSDS or other standards) been provided to all employees needing it?              |
| 9.  |     |    |     | Has staff been trained on how to inspect and use patient care equipment?   |
| 10. |     |    |     | Is the area free of clutter?   |
| 11. |     |    |     | Is excess paper and combustible material improperly stored creating a fire risk?   |

### *Fire & Disaster*

|     | YES | NO | N/A |   |
|-----|-----|----|-----|---|
| 12. |     |    |     | Are all fire alarm pull stations and fire extinguishers accessible?   |
| 13. |     |    |     | Does all staff know the locations of fire alarm pull stations?  |
| 14. |     |    |     | Does all staff know the locations of extinguishers in or near their work area?  |
| 15. |     |    |     | Does staff in the area know the proper reporting procedure if they find (or believe there may be) a fire? (RACER)                 |
| 16. |     |    |     | Is all storage kept at least 18" below the sprinkler head keeping sprinklers unobstructed?  |
| 17. |     |    |     | Are all containers of powders, liquids, and gases labeled as to contents?   |
| 18. |     |    |     | Are all areas in compliance with "No Smoking" policies?   |
| 19. |     |    |     | Are all areas, other than approved kitchens, free of Toasters or Toaster Ovens?   |
| 20. |     |    |     | If portable space heaters are used, are they the approved type?<br>(See Page _____ in the Safety Manual for approved heater type) |

### *Hallways, Stairs, & Exit Paths*

|     | YES | NO | N/A |  |
|-----|-----|----|-----|--|
| 21. |     |    |     | Are the corridors kept clear of obstructions?  |
| 22. |     |    |     | Are all wet floors marked with "CAUTION, WET FLOOR" (or similar) signs?                                      |
| 23. |     |    |     | Is carpeting secure to the floor, unfrayed, free from tripping hazards, and generally in good condition?     |
| 24. |     |    |     | Are hard floor surfaces secure and free of tripping and slipping hazards?                                    |
| 25. |     |    |     | Are floor surfaces uneven or in need of repair?  |
| 26. |     |    |     | Are all EXIT signs illuminated?  |
| 27. |     |    |     | When opened and then released, do all fire doors close and latch properly?                                   |
| 28. |     |    |     | Are stairwell handrails in good condition?   |
| 29. |     |    |     | Are stair treads in good condition?  |
| 30. |     |    |     | Are stairwells completely clear of obstructions and any objects?<br>(Stairwells may not be used for storage) |
| 31. |     |    |     | Is the housekeeping in this area adequate?   |

| <b>Electrical Safety</b> |    |     |   |
|--------------------------|----|-----|---|
| YES                      | NO | N/A |   |
| 32.                      |    |     | Is access to electrical panels clear and not obstructed?  |
| 33.                      |    |     | Are all electrical switches & circuit breakers identified? If not, list the locations of those that are not on the back of this sheet.                                  |
| 34.                      |    |     | Are all electrical receptacles and cover plates in good condition?  |
| 35.                      |    |     | Are electrical cords and plugs in good condition? Check for damaged insulation, cut cords, splices, and tape wrapped around the cord - none of which should be present. |
| 36.                      |    |     | Are only fused power strip extension cords, surge protectors, used (all 3 pins on the plug)?  |
| 37.                      |    |     | Does all electrical equipment in the area appear to be in good condition?   |
|                          |    |     | <b>NOTE: Remove any defective equipment from service immediately!</b>   |
| <b>Laboratory</b>        |    |     |   |
| YES                      | NO | N/A |   |
| 38.                      |    |     | Are the emergency showers, eyewash stations, and fire extinguishers accessible?   |
| 39.                      |    |     | Are aisles clear and unobstructed to permit ready access out of the area in case of fire or another emergency?  |
| 40.                      |    |     | Are flammable storage cabinets located out of hallways and exit paths?  |
| 41.                      |    |     | Are corrosives stored only on the lowest shelves?   |
| 42.                      |    |     | Are flammables, acids, and bases all stored separately from each other?   |
| 43.                      |    |     | Are all refrigerators labeled to indicate whether or not they are safe for the storage of flammables?   |
| 44.                      |    |     | Are all non-explosion proof refrigerators entirely free of flammables?  |
| 45.                      |    |     | Are all chemicals labeled to indicate their contents?   |
| 46.                      |    |     | Are all chemical containers labeled to indicate any hazard which may be present, i.e. TOXIC, CORROSIVE, FLAMMABLE, etc.?  |
| 47.                      |    |     | Are Material Safety Data Sheets (MSDS) available for ALL products in the laboratory?  |
| 48.                      |    |     | Are food products, including beverages of any sort, kept out of the laboratory work environment at all times?   |
| 49.                      |    |     | During the survey, were all staff wearing the appropriate lab clothing?<br>(No open toed shoes, no shorts)  |
| <b>Vehicles</b>          |    |     |   |
| YES                      | NO | N/A |   |
| 50.                      |    |     | Oil Level OK  |
| 51.                      |    |     | Battery, Radiator, Brake and Windshield Washer Fluid Levels OK  |
| 52.                      |    |     | Battery Terminals, Air Filter OK  |
| 53.                      |    |     | Tires - Condition Good  |
| 54.                      |    |     | Rubber Hoses, Belts - (Fan, Generator, Alternator) OK   |
| 55.                      |    |     | Doors, Mirrors, Windshield and other Glass In Good Condition  |
| 56.                      |    |     | Head Lights, Signal Lights, Brake Lights, and Other Lights OK   |
| 57.                      |    |     | Windshield Wiper Blades, Arms and Motor Operation OK  |
| 58.                      |    |     | Safety Belt for Each Passenger  |
| 59.                      |    |     | Horn Works  |
| 60.                      |    |     | Other Items OK - (Defroster, Mechanical Condition, Paint, etc.)   |
| 61.                      |    |     | Safety Equipment - (Bumper Jack, Lug Wrench, Flares, 5 lb. ABC Extinguisher, Bungee Cords and/or Equipment needed to secure loads)                                      |
| 62.                      |    |     | Mileage and Maintenance Log Used  |

- Please explain all "No" responses and their locations on the "Safety Audit Checklist Attachment Page". Be as specific as possible. All "No" responses require corrective actions. List actions taken to eliminate or correct the hazard, and list the person responsible for follow-up. Corrective action may require work orders; assistance from the VCUHS Safety Office or Office of Environmental Health & Safety (OEHS); and/or staff training.
- List any comments made by staff in your area, or your own observations, which may help reduce accidents.

