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**GCG OSHA COMPLIANCE HEALTH AND SAFETY
WORKERS COMPENSATION CLAIMS MANAGEMENT
QA CHECKLIST
March 2008**

A. Workers' Compensation

	Parameters	Yes	No	Sort of
1	Does the facility self pay 1st Aid Cases?			
2	Does the facility contact WC Consultant on technical matters (contesting of an alleged incident, investigations, prior conditions, previous injury awareness, alternative or light duty options, etc.)?			
3	Does the facility put employees on FMLA notice after <u>3 days</u> of loss time for workers' compensation (WC) or disability?			
4	Does the facility use the Disability Processing Checklist?			
5	Does the facility have a Medical Clearance Policy?			
6	Does the facility ensure that staff returning to work have appropriate medical documentation?			
7	Does the facility ensure that staff stays on light duty only for the duration indicated on their medical documentation?			
8	Does the facility ensure that the staff on light duty only convert to full duty with appropriate medical?			
9	Does the facility have a designated manager who calls employees on WC periodically (preferably <u>weekly</u>) to check on their progress, health, activities and expected date of return?			

B. Receiving an OSHA Inspector

	Parameters	Yes	No	Sort of
1	Is the receptionist aware of how to handle an OSHA inspector?			
2	Do you verify the inspector's identification?			
3	Do you have the inspector sign in?			
4	Does the receptionist know who to relay the inspector to? And who else to relay the inspector to if the primary contact is not available?			
5	Is the facility contact aware of how to handle an OSHA inspector?			
6	Do you decline a warrant?			
7	Do you offer coffee and donuts?			

(Receiving an OSHA Inspector)

	Parameters	Yes	No	Sort of
8	Do you verify the purpose and scope of the inspection?			
9	Do you provide the inspector with a comfortable and quiet space to work in for the remainder of the inspection?			
10	Do you approach and deal with the inspector with respect and professional courtesy?			
11	Do you refrain from offering more information than requested?			
12	Do you attempt to present your case, or attempt to clarify that you believe that you may actually be in compliance if the inspector suspects or states that you are not, when the issue warrants?			
13	Do you show the inspector corrected item(s) that were cited before they leave the site?			

C. OSHA 300 Logs - Availability, Completeness and Accuracy

	Parameters	Yes	No	Sort of
1	Are OSHA 300 Logs for the last <i>five</i> years readily available?			
2	Are the Logs kept in one central location and well organized?			
3	Is the OSHA 300 Log for the current year updated with the latest OSHA recordable case at the facility (<i>within 6 days of "knowledge"</i>)?			
4	Are all recordable employee work-related injuries & illnesses recorded on the Log?			
5	Are all the parameters of the OSHA 300 Log marked clearly and duly signed?			
6	Does the facility consult with WC Consultant to clarify any confusion of confirm the OSHA recordability of accidents & incidents?			
7	Is the <i>OSHA Log Summary 300A</i> , (not OSHA 300 Log itself), for the past year posted in an employee area for the month of February through April?			
8	Are all sharps and needlestick injuries that involve a potential bloodborne exposure recorded on the OSHA 300 Log? Are all sharps and needlestick injuries that involve a potential bloodborne exposure recorded on the Privacy Log?			
9	Are all mandatory bloodborne exposure follow up procedures and documents readily available for inspection (origin of sharps, consent forms for blood test of source patient & exposed staff, medical counseling, subsequent HBV/HCV/HIV tests and HBV boosters, etc.)?			
10	Is the Privacy Log maintained for needlestick injuries, TB, sexual assaults, etc. cases? (If there are no such cases, no Privacy Log needed.)			
11	Are separate and distinct Accident & Incident Report forms available for the employees and residents/visitors?			
12	(Optional) Is an employee narrative of A&I report used?			

(OSHA 300 Logs - Availability, Completeness and Accuracy)

	Parameters	Yes	No	Sort of
13	Are all employee medical and physical exams, A&I reports (including MSDS's) maintained for at least for 30 years of last day of employment? (Training records for three years only.)			
14	Is the facility aware that it is not required to maintain medical records for employees who were employed for <i>less than one year</i> , so long as the facility furnishes them with <i>these</i> records upon their departure?			
15	If you furnish such employees above with their original medical records, do you keep signed receipt by the employee?			

D. Training Records

	Parameters	Yes	No	Sort of
1	Are training records maintained for at least 3 years?			
2	Do training records include topic, trainer, qualifications of trainer, duration of training and content?			
3	Do training records include employee roster names and signature?			
4	Are training records available for:			
	a. Health and Safety Policy			
	b. Hazard and Communication (Right to know)			
	c. Lockout/Tagout (Control of Potential Energy)			
	d. Bloodborne Pathogens-Exposure Control Plan			
	e. Tuberculosis (TB), SARS- Infection Control Plan			
	f. Personal Protective Equipment Program			
	g. Ergonomics Program/Policy			
	h. Workplace Violence Prevention Policy			
	i. Emergency Response Plan			
	j. Fire Extinguisher Use			
	k. Confined Space Policy			
	l. Asbestos Awareness Training			
5	Are all employees covered by the Program trained <i>annually</i> ?			
6	Are both " <i>authorized</i> " and " <i>affected employees</i> " trained <i>annually</i> in the correct implementation of LO/TO program and its elements such as, (a) The types of energy control procedures utilized and when the control procedure is being implemented (b) A review of the purpose of the procedure and the importance of not attempting to start-up or use the equipment that has been locked or tagged out <i>"Authorized Employees" are those who are authorized to do the work involving the actual lockout/tagout of equipment and systems. "Affected Employees" are all other employees who work around and with the authorized employees, the equipment and systems (this is everyone else in the facility).</i>			

E. Health and Safety Program

	Parameters	Yes	No	Sort of
1	Is there a written Health and Safety Program?			
2	Is it reviewed regularly (annually), and revised as needed?			
3	Is there an action plan?			
4	Is this action plan routinely updated, i.e., <i>3-4 times per year?</i>			
5	Are activities from action plan tracked with the Health and Safety log?			
6	Is one person clearly designated to be responsible for the overall Program?			
7	Are responsibilities assigned to specific individuals to implement the different aspects of the Program?			
8	Is an OSHA H&S manual available at the facility?			
9	Are the following policies available in OSHA H&S manual?			
	a. Health and Safety Policy			
	b. Hazard and Communication (Right to know)			
	c. Lockout/Tagout (Control of Potential Energy)			
	d. Bloodborne Pathogens-Exposure Control Plan			
	e. Tuberculosis (TB), SARS- Infection Control Plan			
	f. Personal Protective Equipment Program			
	g. Ergonomics Program/Policy			
	h. Workplace Violence Prevention Policy			
	i. Emergency Response Plan			
	j. Fire Extinguisher Use			
	k. Confined Space Policy			
	l. Asbestos Management Program			
10	Is there a system to ensure that employees are advised and/or aware of the activities & accomplishments of the H&S Program?			
11	Is there a system (e.g., newsletter, posting, etc.) to ensure the item 10?			
12	Does the Program solicit complaints/suggestions from staff?			

(Health and Safety Program)

	Parameters	Yes	No	Sort of
13	Does the Program respond in a timely fashion?			
14	Is this system reliable?			
15	Is this system accessible?			
16	Does the safety system acknowledge, recognize and reward exceptional safety contributions and high safety standards?			
	Safety Incentive			
17	Are safety incentive programs, systems, or any type of awareness or motivational program performance driven (based on desired behaviors), and not ' <i>number of incident</i> ' driven?			
18	Do supervisors and managers provide proper motivation, training, coaching, along with and in greater proportion to discipline?			
19	Are safety infractions of any kind appropriately and consistently disciplined?			
	Health and Safety Committee			
20	Does the Administrator, or someone who directly reports to the Administrator chair the H&S Committee?			
21	If not chaired by the Administrator, does the Committee report to the Administrator or someone who directly reports to the Administrator, <i>immediately after each meeting and more often as needed?</i>			
22	Is the Administrator clearly involved and strongly supports the H&S Committee?			
23	Does the Committee review and analyze reports related to H&S Program activities (e.g., Consultant's audit reports, Claims reports, Accident & Incident reports, OSHA 300 Log & 300A Summary Report, etc.)?			
24	Does the Committee analyze claims and accident trends and review nature of incident and root cause?			
25	Does the Committee include management and employee representatives from all departments?			
26	Does the Committee communicate its reasoning and plans for actions and reasons not to act on matters to the employees?			
27	Is there a sense of urgency and importance about getting issues resolved, or are safety issues often given low importance?			
28	Does the Committee expedite its duties in a timely and reasonable fashion, i.e. as soon as feasible without undue delay or procrastination?			
29	Do action items have reasonable follow up and/or completion dates?			
30	Does the Committee meet frequently enough? (<i>Monthly or at least, quarterly</i>)			
31	Are the minutes of the H&S Committee meetings documented, posted and kept for records?			
32	Does the Committee use a "Health and Safety Activities Log" to track the activities and results of H&S Committee?			

F. Hazard Communication

	Parameters	Yes	No	Sort of
1	Is there a written Hazard Communication Policy?			
2	Does the policy explain how the Hazard Communication Program is developed, implemented and maintained?			
3	Is there a person designated to manage and oversee the compliance of the Hazard Communication Program at the facility?			
4	Does the policy refer to appropriate annual employee training?			
5	Is there a <u>Master Chemical Inventory</u> of all the chemicals on site in alphabetic order by brand name?			
6	Is the Master Chemical Inventory updated periodically (<u>annually</u>) to add new chemicals and delete retired chemicals?			
7	<u>Are all containers properly labeled properly i.e. chemicals identity, appropriate hazard warnings and name/address/phone of responsible party or manufacturer?</u>			
8	Does the facility ensure that all shipments received have proper labeling (e.g. appropriate hazard warnings and name/address/phone of responsible party or manufacturer) including on containers (possibly with additional labels or bottles for decanting)?			
9	Are all chemical containers at the facility labeled in a uniform fashion and show chemical identity, appropriate hazard warnings and name/address/phone of responsible party or manufacturer?			
10	Are all labels in English and legible?			
11	Are <u>Material Safety Data Sheets (MSDS)</u> maintained for all liquid, gas/propellant substances including solid medications that can be ground to administer to patients? (No need for MSDS if item is labeled "non-toxic")			
12	Is the master MSDS file available? Are sub-files available in the respective departments and readily accessible to department heads and their employees?			
13	Do employees know what an MSDS is?			
14	Do employees know where the MSDSs are kept?			
15	Are MSDSs updated periodically?			
16	Are MSDSs for new and retired chemicals dated to indicate the period and duration the chemicals were in use?			
17	Are chemicals stored and used in such a manner as to reduce the risk of leaks, spills, inter-activity, and exposure?			

G. Bloodborne Pathogens – Exposure Control Plan

	Parameters	Yes	No	Sort of
1	Bloodborne Pathogen - Exposure Control Program (BBP-ECP)			
2	Is there a comprehensive written Bloodborne Pathogen - Exposure Control Plan/Program?			
3	Is there a person designated to manage and to oversee the compliance of BBP-ECP at the facility?			

(Bloodborne Pathogens – Exposure Control Plan)

	Parameters	Yes	No	Sort of
4	Is the BBP-ECP periodically (i.e., at least <u>annually</u>) reviewed, updated and signed?			
5	Does the BBP-ECP delineate Standard Precautions procedures and protocols?			
	Annual Review			
6	Does management review the market for better sharps injury prevention technology at least on <u>an annual basis</u> and any time there is an incident, question, complaint or comment about sharps technology?			
7	Does this process involve the feedback and participation of front line employees/users?			
8	Are employee feedback, sharps containers and syringes reviewed in assessing availability and suitability of sharps injury prevention technology?			
9	Are the processes, feedback mechanisms and decisions documented?			
	Sharp Containers			
10	Is the accessibility and availability of sharps containers reviewed at least <u>annually</u> and any time there is an incident, question, complaints or comment about sharps technology?			
11	Are sharps containers available to collect disposable razors after shaving (in the residents' shower room) and at all other locations where sharps disposal is required?			
12	Is a dedicated sharps container available in laundry area?			
13	Are sharps containers available at the point of use so that employees do not walk distances with a sharp for disposal?			
14	Does employee training cover the importance of planning ahead and bringing a sharps container at the point of use?			
15	Are all sharps containers properly closed and not kept open for convenience sake?			
16	Are all sharps containers filled only under the “filled line”, and removed from use once it has reached that “fill line”?			
17	Are filled containers sealed and stored with biohazard waste?			
	Hepatitis B Virus (HBV) Vaccine and Post Vaccine Testing			
18	Is the HBV vaccine made available to employees at no cost within 10 days of employment?			
19	Does the facility use the OSHA mandatory verbiage for employee declination of vaccine form?			
20	Does the facility ensure that all three doses of the HBV vaccine are administered at the appropriate intervals (1 month, 3 months and 6 months after initial vaccine)?			
21	Does the facility document if an employee declines the 2nd or 3rd dose of HBV vaccine after having received the 1 st and/or 2 nd only?			
22	Is surface antigen testing administered after 1-2 months after the completion of the HBV vaccine series?			
	Post-Exposure Incident Follow-Up			
23	Is a separate Exposure Incident Form completed?			

(Bloodborne Pathogens – Exposure Control Plan)

	Parameters	Yes	No	Sort of
24	Is this Exposure Incident report provided to the healthcare provider for the initial medical evaluation?			
25	Does post-exposure follow-up include medical counseling, subsequent blood tests, source patient identification, titer tests, etc. as necessary?			
	Blood Spill Kits			
26	Does the facility have Blood Spill Kits?			
27	Are spill kits kept in accessible and strategic locations?			
28	Are all employees aware of the locations of these kits?			
29	Are all employees trained on the use of these kits?			
30	Does the facility handle waste produced from the clean up using Blood Spill Kit items as a Bio-Hazard Waste?			
	Bio-Hazard Waste			
31	Does the facility ensure that bio-hazard waste (contaminated laundry, filled sharps containers, biomedical waste) is handled and stored properly in red color bio-hazard waste plastic bags?			
32	Does the facility ensure that bio-hazard waste is stored at the designated locations only? Does the facility ensure that all bio-hazard waste is stored in a secured location (under lock)?			
33	Are compliant red biohazard signs placed on doors leading into bio-hazard storage area and all bio-hazard waste shipments?			
34	Does the facility maintain the manifest for all the bio-hazard waste shipments?			
35	Does the facility ensure that the Bio-medical waste hauler and final destination facility are properly licensed and insured?			

H. Personal Protective Equipment

	Parameters	Yes	No	Sort of
1	Was an initial assessment conducted to identify the type of PPEs (e.g., gloves, apron, safety glasses or face shield) required for the jobs/tasks with potential BBP exposure?			
2	Are employees trained in the selection, use, care, disposal and maintenance of PPEs?			
3	Are the employees trained in use of the appropriate PPEs, when there is a possibility of contact with blood, other potential infectious materials (OPIM), contaminated items or surfaces?			
4	Are damaged PPEs replaced immediately?			
5	Does the facility ensure that disposable PPEs are never reused?			

I. Tuberculosis – Infection Control Program

	Parameters	Yes	No	Sort of
1	Is there a comprehensive written Tuberculosis - Infection Control Plan (TB-ICP)?			
2	Is the TB-ICP reviewed, updated and signed periodically (i.e., <u>annually</u> or more frequently as needed)?			
3	Is there a person designated to manage and oversee the compliance of TB-ICP at the facility?			
4	Does the in-house TB Policy formally coordinate with neighboring hospitals to ensure their co-operation in the event a suspect TB resident requires hospital admission?			
5	Do employees and new hires get PPD's every year?			
6	Do residents get PPD every other year?			
7	Does the facility monitor, investigate and follow up on any PPD conversions from a baseline negative to positive that cannot be ruled out <u>NOT</u> to have occurred on site?			
8	Is the facility strict about following discharge procedures for "suspect" residents? Does the facility ensure admission of such residents in the hospital without delay?			
9	If the facility does not have discharge procedures for a "suspect" resident, is the facility prepared to set up a temporary negative pressure isolation room?			
10	Are there written procedures to test and activate a temporary negative pressure isolation room in the event of a " <u>Suspiciously</u> " suspect case?			
11	Is the TB-ICP accompanied by a written Respiratory Protection Program that includes the use of appropriate respirators (N95 or N99), staff selection, medical clearance, fit testing and training of employees if the facility has respirators on site?			
12	Are employees aware of TB symptoms and instructed that they should report TB symptoms immediately if they experience them or believe a resident is presenting those symptoms?			
13	Does the facility record any baseline employee conversions (those that cannot be ruled out not to have occurred on site) from negative to a positive on the OSHA and Privacy Log?			

J. SARS – Other Highly Infectious Community-bourne Disease Management

	Parameters	Yes	No	Sort of
1	Does the Infection Control Policy include parameters to monitor external infectious disease developments (i.e. SARS, Anthrax, Asian Flu, Avian Flu, etc. via CDC, WHO, DOH) that could possibly impact on the home?			
2	Does the Infection Control Policy include a means to respond effectively to address the potential risks to the home?			

K. Ergonomic Program

	Parameters	Yes	No	Sort of
1	Is there a written Ergonomics Program/Policy?			
2	Does the program cover <u>all</u> employees, not only nursing staff?			
3	Is good ergonomics considered in the purchase of in the purchase of equipment, furniture, and devices, and planning of workstations and workflow?			
4	Are in-house Physical Therapist or other qualified experts consulted on issues related to ergonomics e.g., purchase of lifting equipment, updating of care plans etc.?			
5	Are in-house Physical Therapists or other qualified experts consulted on fitness-for-duty and return-to-work cases?			
6	Was a comprehensive Ergonomics inspection or assessment performed at the facility for all work areas, and work procedures, including storage areas, stocking tasks, receiving, offices, kitchens, laundry, shower rooms, bathrooms, toilets, patient care tasks, etc.?			
7	Does the Ergonomic Program/Policy address nursing lift equipment need?			
8	Is there an adequate number of nursing lift equipment?			
9	Are assistive lifting devices and other equipment properly maintained?			
10	Are they fixed immediately (within 24-48 hours) when broken?			
11	Do employees practice good body mechanics <u>all</u> the time?			
12	Are the Care Plans followed <u>all</u> the time?			
13	Do staff readily ask for assistance when necessary <u>all</u> the time?			
14	Do staff readily provide assistance whenever asked by a coworker <u>all the</u> time?			
15	Do staff readily receive assistance whenever they request help from a coworker <u>all</u> of the time?			
16	Are employees coached/trained/told <u>to ask for assistance</u> any time it is deemed necessary according to the Care Plan and the circumstances?			
17	Are employees coached/trained/told <u>to provide assistance</u> whenever asked?			
18	Are employees properly disciplined for deviating from established lifting procedures whenever it occurs, regardless if an injury is resulted from the event?			
19	Is the work and safety culture conducive to optimal co-operative ergonomic work behaviors?			
20	Are employees not reluctant to ask for assistance because of fear of retribution or that they would “owe” someone later?			
21	Are employees not reluctant to provide assistance, seeing it as a bother and a delay to finish their own duties?			
22	Are laundry carts and meal carts designed for better ergonomics? (lighter construction, larger and softer constructed wheels, design allows for optimal visibility, laundry carts may have spring action to reduce bending as load decreases, etc.)			
23	Are heavier, bulky larger items stored at waist/arm level or lower?			

(Ergonomic Program)

	Parameters	Yes	No	Sort of
24	Are the lighter smaller items stored at or above shoulder height?			
25	Are most of the stored items placed at waist height as much as possible?			
26	Is Ergonomics training provided to <u>all</u> employees?			
27	Is job specific Ergonomic training provided to the employees from different departments e.g., Nursing, Dietary, Laundry, Housekeeping, Maintenance and Office etc.?			
28	Is the Ergonomics program/policy reviewed, updated and signed periodically (i.e., <u>annually</u> or more frequently as needed)?			

L. LockOut/Tagout Program

	Parameters	Yes	No	Sort of
1	Is there a written Lockout/Tagout (LO/TO) Program?			
2	Are there written LO/TO procedures for each piece of equipment or device (identified in the comprehensive evaluation) that require energy isolation during maintenance?			
3	Does the administrator conduct an annual inspection of the LO/TO Program to ensure that it is in place, working and all deficiencies have been corrected?			
4	Is this inspection certified by the administrator and documented <u>annually</u> ?			
5	Is there an appropriate and adequate LO/TO equipment box?			
6	Are both " <u>authorized</u> " and " <u>affected employees</u> " trained <u>annually</u> in the correct implementation of LO/TO program and its elements such as, (a) The types of energy control procedures utilized and when the control procedure is being implemented (b) A review of the purpose of the procedure and the importance of not attempting to start-up or use the equipment that has been locked or tagged out <i>"Authorized Employees" are those who are authorized to do the work involving the actual lockout/tagout of equipment and systems. "Affected Employees" are all other employees who work around and with the authorized employees, the equipment and systems (this is everyone else in the facility).</i>			
7	Are <u>authorized employees</u> trained in, (a) Details about the type and magnitude of the hazardous energy sources present in the workplace (b) The methods and means necessary to isolate and control those energy sources (c) Which pieces of equipment require LO/TO procedures and the specific LO/TO protocols for each			
8	Does the LO/TO policy require contractors to implement their LO/TO policy that include the written procedures, the appropriate training, the implementation of said program, and the yearly inspection and certification?			
9	Does the facility ensure the effective implementation of the LO/TO program by its employees and electrical contractors during maintenance work at the facility?			

M. Emergency & Disaster Plan

	Parameters	Yes	No	Sort of
1	Is there a written Emergency Response Plan?			
2	Does the Emergency Response Plan cover all employees at the facility?			
3	Are all employees trained on emergency evacuation routes?			
4	Are emergency telephone numbers displayed at the readily accessible locations?			
5	Are emergency signs and emergency escape routes displayed prominently?			
6	Are all emergency exits marked properly with illuminated exit signs?			
7	Is the power source of the illuminated emergency exit signs not dependent on the main power supply?			
8	Are clear signs indicating <i>“Not an Exit”</i> provided on doors that may appear to lead to the outside as an escape route, but really are not?			
9	Are emergency exits unlocked and free of obstruction from either side?			
10	Are emergency exit passages free of clutter (and not used as storage area for materials, instruments, etc.)?			
11	Are Emergency Assembly Points identified at the facility?			
12	Are all employees informed about the Emergency Assembly Points?			
13	<i>Does the facility have a written procedure and system of accounting for staff, residents and visitors in case of emergency evacuation?</i>			

N. Fire Extinguishers

	Parameters	Yes	No	Sort of
1	Does the policy specify whether all, some or none of the employees are authorized and expected to use fire extinguishers?			
2	Are all authorized employees who are expected to use fire extinguishers in case of emergency, in fact, instructed on the proper use of fire extinguishers on <i>an annual basis?</i>			
3	Are all employees <i>NOT authorized</i> and <i>NOT expected</i> to use fire extinguishers under any circumstance, in fact, instructed and reminded <i>NOT to use</i> fire extinguishers periodically (i.e. annually or more frequently as needed), and often enough in order that they would not use them? (Otherwise, train them on the proper use of fire extinguishers.)			
4	Are fire extinguishers inspected periodically? (i.e. <i>annually</i> or more frequently as needed)?			
5	Are all fire extinguishers <i>mounted</i> on the wall?			
6	Are locations of fire extinguisher identified using labels and signs?			
7	Are all fire extinguishers easily accessible?			
8	Are the policies for Emergency Response Plan and use of fire extinguishers updated and signed periodically? I.e. <i>annually</i> or more frequently as needed.			

O. Confined Space

	Parameters	Yes	No	Sort of
1	Is there a written Confined Space Policy?			
2	Was a survey conducted to identify all confined spaces (most likely all non-permit required confined spaces) throughout the facility and on the property?			
3	Does the survey consider all the potential hazards, including mechanical, physical, atmospheric and chemical in these confined spaces?			
4	Are doors and entrances leading to confined spaces properly labeled ("Restricted Entry", "Authorized Entry Only", "Confined Space") and secured?			
5	Are contractors made aware of the potential hazards (if any) involved in confined spaces (if any)?			
6	Are affected employees trained in the Confined Space Program and protocols?			
7	Is the Confined Space Policy periodically (i.e., annually or more frequently as needed) reviewed, updated and signed?			

P. Workplace Violence Prevention

	Parameters	Yes	No	Sort of
1	Is there a comprehensive written Workplace Violence Prevention Policy?			
2	Does it assess the community, staff, and resident risk based on available local resources, past experience, lay out, logistics, lighting, existing security measures, etc. in consultation of local police?			
3	Does the policy define acceptable and unacceptable conduct in terms of physical and non-physical violence? (May make reference to sexual harassment, horseplay, and other policies on inappropriate behaviors and conduct.)			
4	Does the policy address the possession of weapons and firearms?			
5	Does the policy address employees with restraining orders for spouses or stalkers?			
6	<i>Are security risks considered in the work site analysis?</i>			
7	Is there adequate lighting in the parking lot and remote areas outside and inside the facility?			
8	Does the staff, especially 'at-risk' staff (night and early shifts), receive training on handling potentially disruptive situations and victim-avoidance techniques?			
9	Is the parking lot secure?			
10	Are measures taken to minimize theft and robbery both within and immediately outside the facility?			
11	Are all persons entering and exiting the facility properly identified, documented (sign-in/out) and assessed for legitimate business at the facility?			
12	Is there a thorough criminal and drug abuse pre-employment screening?			
13	Is the level of security at the facility compatible with the surrounding community's crime level and experience?			
14	If necessary, has a silent alarm system been considered or installed?			
15	If necessary, does the facility have a liaison, relationship or communiqué with the Local Police Department?			

(Workplace Violence Prevention)

	Parameters	Yes	No	Sort of
16	Does the facility have adequate security personnel, especially during the night and evening shifts?			
17	Is the policy reviewed periodically (i.e., annually or more frequently as needed), updated and signed?			
	Workplace Violence Prevention in Dealing with Dementia			
18	Do employees receive special training on Dementia?			

Q. Personal Protective Equipment

	Parameters	Yes	No	Sort of
1	Is there a written Personal Protective Equipment (PPE) policy?			
2	Was an on-site hazard assessment performed to identify potential hazards such as Temperature Extremes, Chemical Exposure, Falling Objects, Sharp Objects, and Rolling or Pinching Objects for different job tasks?			
3	Are the PPE provided to employees in appropriate sizes and types as necessary (as indicated by the on-site hazard assessment) and made readily accessible?			
4	Are all employees trained annually in the use, care and maintenance of PPE?			
5	Is there a system to monitor and ensure the proper use of the PPE as indicated in the hazard assessment?			
6	Is the PPE Policy periodically reviewed, updated and signed?			

R. Asbestos Management Program

	Parameters	Yes	No	Sort of
1	Is there a written Asbestos Management Program?			

S. Preventive Maintenance

	Parameters	Yes	No	Sort of
1	Is there a comprehensive PM program for the HVAC, safety, security, and life support systems?			
2	Is there a comprehensive PM and monitoring program for equipment, lift devices, electrical appliances, eye washes (monthly), etc?			
3	Is this program well documented?			
4	Is there a good communication system wherein any employee can report a maintenance problem, and it should be addressed appropriately in a timely fashion?			

T. Eyewashes

	Parameters	Yes	No	Sort of
1	Are ANSI approved eyewashes provided in the immediate work areas with potential exposure to corrosive or caustic chemicals (as indicated on the label or MSDS)?			
2	Are the paths from work areas with potential exposure to corrosive/caustic chemicals (as indicated on the label or MSDS) to the eyewashes clear of all obstructions (e.g., trolleys, locked door or requires going up or down stairs)?			
3	Are compliant green large size fonts eyewashes signs posted at the eyewash station?			
4	Are compliant green large size fonts eyewashes signs posted outside the door of the station if it is enclosed inside the room or closet but meant to serve the greater area outside?			
5	Are eyewashes installed at 33-45 inches from the floor and about 6 inches from the wall or nearest obstruction?			
6	Is the eyewash capable of delivering continuous water flow for at least 15 minutes at 0.4 gallon per minute ? (Eyewash bottles do not serve as eyewashes unless they are able to deliver continuous flow of 15 minutes at 0.4 gallon per minute.)			
7	Can the eyewash valves be activated within 1 second or less ?			
8	Are they hands-free (valves remain open without continuous hand activation)?			
9	Are all employees trained on the locations and the use of eyewashes?			
10	Are eyewashes inspected weekly ?			
11	Are the inspection records documented in a maintenance log or on a log located on the eyewashes?			

U. Walking & Working Surfaces & Miscellaneous

	Parameters	Yes	No	Sort of
1	Are walking and working surfaces properly designed, installed and maintained to prevent slips, trips and falls?			
2	Are rubber mats available in heavily trafficked wet areas, i.e. kitchen? Or some other alternative friction enhancement system is available?			
3	Are drop off points well designated with markers and/or chain rope to prevent falls (i.e. loading platform, stairs)?			
4	Are all substantial bumps, holes or surface irregularities marked and managed in such a way so as to minimize the potential for injury? (i.e. drain holes, sky lights on roof, sudden grade changes etc.)			
5	Do all working areas have adequate lighting?			

V. Laundry Department

	Parameters	Yes	No	Sort of
1	Does the facility have a system for handling contaminated laundry (handling, storage and labeling)?			
2	Does it include minimizing handling and exposure of contaminated laundry?			

(Laundry Department)

	Parameters	Yes	No	Sort of
3	Does laundry handling protocols include minimizing handling and exposure to contaminated laundry?			
4	Are laundry employees trained in the proper handling of contaminated laundry?			
5	If the laundry is done off-site, does the facility ensure that the laundry vendor understands the system of handling contaminated laundry?			
6	Are laundry carts designed for better ergonomics? (lighter construction, larger and softer constructed wheels, design allows for optimal visibility, laundry carts may have spring action to reduce bending as load decreases, etc.)			
7	Is soiled linen collected in such a way so as to avoid microbial dissemination into the environment?			
8	Is soiled linen placed into bags or containers at the site of collection?			
9	Are separate containers used for transporting clean and soiled linens?			
10	Are laundering facilities separated from the clean linen processing area, patient rooms, food preparation areas, and clean material and equipment storage areas?			
11	Are hot lines (either steam or hot water) insulated if they are lower than 7 feet from the floor or above the height and maintenance men can come in contact with them?			
12	Is sorting of linen done at the source?			
13	Do employees avoid touching machines or parts of the machines that may be hot?			
14	Do employees keep hands away from face when handling soiled linen?			
15	Do employees strictly wash hands before eating?			
16	Are scoops and containers used to handle bleaches, soaps and acids?			
17	Is head covering worn by employees?			
18	Is clothing that cannot catch in moving machinery, and strong shoes with good soles and heels worn consistently?			
19	Is the lint cleaned daily from drying tumblers?			
20	Is special care given to cloths that have contained paint, grease, cod liver oil, etc. or are constructed with foam plastic or rubber interiors?			
21	Are employees aware that wool blankets may ignite?			
22	Is cooling air turned on before removing clothing from the dryer to prevent burns and keep clothing from igniting after it has been folded?			
23	Is lint and other debris not permitted to accumulate on overhead ductwork, pipes and wiring?			
24	Is adequate ventilation available in the laundry area, especially in summertime?			
25	Is laundry processing operations and work areas designed to minimize awkward posturing, over-reaching, bending, etc. but enable good body mechanics?			
26	Are work areas evaluated and modified for noise exposure and control?			
27	Are proper gloves worn in handling linen to prevent needle sticks, and in handling cleaning chemicals (detergents, soaps, bleaches, solvents, wastes, etc.) to prevent chemical exposures?			

W. Nursing Department

	Parameters	Yes	No	Sort of
1	Are all fans (including residents' fans) properly guarded (no more than <u>1/2 of an inch</u> gap between the guard spokes)?			
2	Was there a support group meeting for staff working with Dementia?			
3	Do staff use the assistive lift devices properly? self closing valve?			
4	Are universal precautions procedures followed?			
5	Are sharps handled to minimize percutaneous exposure?			
6	Are personal protective equipment properly used to avoid blood product contamination and cross contamination?			
7	Are all potential and actual needle stick or mucous membrane exposures to blood or blood-tainted materials reported immediately?			
8	Does staff push whenever possible, over pulling?			
9	Does the staff practice good body mechanics and proper lifting techniques in patient handling and transfers?			
10	Are assistive lift devices properly used?			
11	Are spills cleaned up immediately to avoid slips and falls?			
12	Do employees warn others nearby whenever they exit one area and enter another one with a wheelchair?			
13	Are hallways clear of protruding carts and other furniture or equipment?			
14	Are hallways, walkways and exists free of clutter and litter?			
15	Are universal precaution procedures followed?			
16	Are handles tucked within the bed frame for "gotch" type beds still in use?			
17	Are uniforms and other clothing carefully examined for pins, needles and the wide variety of items normally carried in pockets before thrown into laundry?			
18	Do nursing staff refer electrical appliance repairs to authorized personnel?			

X. Food Service

	Parameters	Yes	No	Sort of
1	Are meal carts designed for better ergonomics? (lighter construction, larger and softer constructed wheels, design allows for optimal visibility, laundry carts may have spring action to reduce bending as load decreases, etc.)			
2	Are guards provided on meat slicers and Hobart mixers in the kitchen?			
3	Are emergency generators, refrigeration compressors and wall/window exhaust fans guarded in such a manner that no body parts including fingers can reach the moving parts?			
4	Are <u>all</u> screens on blowers, fans, compressors in tact?			
5	Are <u>all</u> machine guards included in the Periodic Maintenance Program?			
6	Are the guards checked periodically (i.e., at least <u>annually</u> , if not more frequently as needed) for its location and integrity?			
7	Do walk-in freezers and refrigerators have internal exiting devices, or are constructed in such a way that no one can become trapped in one?			
8	Are appropriate guards on slicers, saws, etc. in place and maintained?			
9	Do compactors have 'dead man switches', or at least constructed in such a way so as to reduce the potential for a worker to extend a limb into the machine while it is in operation to aid the garbage into the compactor?			
10	Do compactors have 'dead man switches', or at least constructed in such a way so as to reduce the potential for a worker to extend a limb into the machine while it is in operation to aid the garbage into the compactor?			
11	Are ground fault interrupters (GFI) installed in bathrooms and kitchen areas where there is a water hazard present (within 6 feet of water source)?			
12	Are proper food handling procedures followed?			
13	Are proper hand-washing techniques applied?			
14	Are proper knife handling techniques followed?			
15	Are proper body mechanics practiced?			
16	Are food preparers vigilant about the prevention of food contamination with broken glass/ceramics, unsanitary elements, and when special cautions to take when he/she has a minor cut on his/her hand?			
17	Are hairnets worn by all food preparation staff?			
18	Are proper procedures followed for working with and around hot surfaces?			
19	Are workers conscious of hot spills, and not overfilling cups, bowls, etc?			
20	Are protruding nails, metal strapping, and baling wires removed before boxes, barrels, and crates are unpacked?			

Y. Food Service - Shipping & Receiving

	Parameters	Yes	No	Sort of
1	Are heavier and bulkier materials kept on lower shelves?			
2	Is spacing carefully planned to provide rigid segregation of foodstuffs from cleaners, insecticides, and the like (preferably stored in separate room)?			
3	Are employees provided with steps, stands or ladders necessary to reach upper shelves safely?			

(Food Service - Shipping & Receiving)

	Parameters	Yes	No	Sort of
4	Are dollies and hand trucks used for handling materials bulked in burlap bags, crates, boxes or barrels?			
5	Do staff unpack using proper tools, gloves and procedures for unpacking fruits, vegetables and canned foods?			
6	Are facilities provided for employees to dispose of scrap wood, nails, and other such sources of injury or fire?			
7	Is the receiving room setup in good repair (stairs, rails, loading docks, etc.)?			
8	Are shoes with rubber heels and slip resistant soles consistently worn?			
9	Is the kitchen and equipment lay-out conducive to minimizing traffic and collisions?			

Z. Food Service - Floors

	Parameters	Yes	No	Sort of
1	Are floors kept clean, dry as possible, uncluttered, and free of broken tiles and defective boards?			
2	Are spills mopped up immediately?			
3	Is a double bucket system used to help prevent the spread of contamination?			
4	Are leaking or sweating pipes reported and repaired immediately?			
5	Are all floor drains periodically filled with fresh water to prevent fumes and odors from seeping into the kitchen area?			
6	Are workers vigilant about being extremely cautious on wet floors?			

AA. Food Service – Food Preparation & Cooking

	Parameters	Yes	No	Sort of
1	Is magnetic knife storage provided?			
2	Do workers cut away from the torso and not hack?			
3	Are lids completely opened on metal cans?			
4	Do workers let falling knives and glass fall without trying to catch them?			
5	Is adequate pipe covering provided to prevent contact burns and to keep condensation and paint peelings from falling into food?			
6	Are vapor-tight bulb protectors provided in range canopies and other areas where broken bulbs could fall into food?			
7	Are grease filters washed regularly?			
8	Is all cooking done beneath the canopy?			
9	Is the exhaust fan 'on' to prevent buildup of highly flammable oil vapors?			
10	Are deep-fat containers, charbroilers, ovens, chicken fryers, ranges, grills, etc., kept from accumulating a film of grease which collects dust and lint?			
11	Are grease drippings removed from broiler trays immediately after each use?			
12	Is the oil level of deep fryers well below the top (at least 3 inches)?			

(Food Service – Food Preparation & Cooking)

	Parameters	Yes	No	Sort of
13	Are spilled fats, oil, sugar sauces and other flammable substances removed from grills and ranges to prevent overheating, vaporization and potential ignition?			
14	Do all workers know how to operate the fire extinguishers, canopy fans, and sprinkler system?			
15	If gas ovens are used, are they ventilated first to make certain that gas is not present before lighting?			
16	Is the taper lit first before the gas is turned on?			
17	Is pressure equipment used properly? Are pop-off valves and gauges on pressure equipment and coffee urns in working order, are pressure vessels vented before trying to remove the lid?			
18	Are utensil handles kept away from burners and pilot lights and from extending over the range's front edge?			
19	Are all pots, pans, stoves, steam kettles, coffee urns, and pipes assumed to be hot before handling?			
20	Is the steam shut off and equipment checked to be cool enough before cleaning steam tables, dishwashers, dishwarmers and the like?			
21	Is the minimum amount of water in cooking used to avoid scalding?			
22	Is the use of excessive heat in cooking avoided?			
23	Are 2 persons assigned to move heavy containers full of hot materials?			
24	Is work at the steam tables planned in such a way that servers do not have to reach across them?			
25	Are food thermometers containing non-toxic fluids used and never mercury?			

BB. Food Service – China & Glassware

	Parameters	Yes	No	Sort of
1	Is broken china or glass brushed into a pan with dampened cloth or paper and never with bare hands?			
2	Are there appropriate broken glass containers available?			
3	Are chipped wares discarded immediately?			
4	Are glasses and cups stored upside down to protect edges?			
5	Is the use of glasses or dishes for storage of tacks, pins, pesticides, or other potentially dangerous materials prohibited?			

CC. Food Service – Kitchen Machines

	Parameters	Yes	No	Sort of
1	Are guards and proper procedures employed on slicers and other food processing machines?			
2	Are slicing, chopping and mixing machines operated by authorized personnel only?			
3	Is retrieval of silverware or other items prohibited by placing hands inside a garbage disposal unit without shutting off the power?			
4	Are beaters and bowls securely fastened in mixing machines?			

(Food Service – Kitchen Machines)

	Parameters	Yes	No	Sort of
5	Are mixing machines stopped before testing or moving the mixture?			
6	Are nonmetallic spatulas used in mixing machines?			
7	Are only trained personnel allowed to handle pressure equipment?			
8	Are relief valves set for not more than 15 pounds of pressure?			
9	Are all electrical equipment properly grounded?			
10	Are electrical cords unplugged by grasping and not yanking?			
11	Do employees not wear free-flowing clothes or jewelry in food areas and especially when working around power appliances?			
12	Are proper work procedures and maintenance of ovens employed where industrial microwave ovens are used?			

DD. Food Service – Washing of Utensils, China, & Silverware

	Parameters	Yes	No	Sort of
1	Are glassware kept separate from metal utensils?			
2	Are knives on mesh trays pointed in the same direction?			
3	Is the pot washer alerted to pans that have just been removed from the oven?			
4	Are pots inspected for loose handles?			
5	Are drain plugs provided for sinks to allow workers to open drains without reaching to the bottom of the sink? (link to stopper or separate drain opener)			
6	Are any signs of skin irritation immediately reported?			

EE. Food Services– Serving

	Parameters	Yes	No	Sort of
1	Are proper procedures for feeding established?			
2	Are doors in high-traffic areas furnished with view windows?			
3	Is caution taken when wheeling food carts, are they kept to the right of the corridors; is extra care taken at intersecting corridors and swinging doors?			
4	Are carts pulled after worker and not pushed through doorways?			
5	Are trays or liquid containers prevented from overloading?			
6	Is food kept covered while in transit?			

FF. Maintenance Department

	Parameters	Yes	No	Sort of
1	Are there written LO/TO procedures for each piece of equipment or device (identified in the comprehensive evaluation) that require energy isolation during maintenance?			

2	Does the administrator conduct an annual inspection of the LO/TO Program to ensure that it is in place, working and all deficiencies have been corrected?			
3	Is this inspection certified by the administrator and documented <u>annually</u> ?			
4	Are LO/TO devices readily available and appear to be in use?			
5	Are <u>authorized employees</u> trained in, (a) Details about the type and magnitude of the hazardous energy sources present in the workplace (b) The methods and means necessary to isolate and control those energy sources (c) Which pieces of equipment require LO/TO procedures and the specific LO/TO protocols for each <i>“Authorized Employees” are those who are authorized to do the work involving the actual lockout/tagout of equipment and systems. “Affected Employees” are all other employees who work around and with the authorized employees, the equipment and systems (this is everyone else in the facility).</i>			
6	Does the LO/TO policy require contractors to implement their LO/TO policy that include the written procedures, the appropriate training, the implementation of said program, and the yearly inspection and certification?			
7	Does the facility ensure the effective implementation of the LO/TO program by its employees and electrical contractors during maintenance work at the facility?			
8	Are all out-of-service equipment and devices tagged with <u>“Out-of-Service”</u> tags and rendered inoperable?			
9	Are electrical equipment, connections, outlets and junctions inspected periodically (i.e., <u>annually</u> or more frequently as needed)?			
10	Are all appliances checked for missing ground plugs, frayed wires and overall electrical integrity of the appliances?			
11	Does the facility keep an Electrical Integrity Inspection Log for all connections, junctions and outlets to ensure that all such equipment is checked periodically (i.e., <u>annually</u> or more frequently as needed)?			
12	Are all electrical boxes covered and closed properly?			
13	Are all electrical installations designed to support the amperage it is supplying?			
14	Are Ground Fault Circuit Interrupters (GFCIs) installed within <u>6 feet</u> of water sources and in all bathrooms and kitchens?			
15	Is there absolutely no use of extension cords throughout the facility including resident rooms, staff lounges, kitchens, etc.? (Extension cords should only be used for temporary use, i.e., holiday lights.)			
16	Are all electrical switches marked with legible labels?			
17	Are knockouts and blanks installed in the panel box?			
18	Are all electrical panel boxes and switches identified and labeled properly?			

(Maintenance Department)

	Parameters	Yes	No	Sort of
19	Are there any exposed wiring, boxes, electrical or utility equipment (telephone and computer lines are of such low voltage they are not covered)?			
20	Are all heavy machinery (boilers, etc.) properly hardwired?			
21	Do employees receive General Electrical Safety training periodically (i.e., annually or more frequently as needed)?			
	Machine Guarding			
22	Are all rotating and moving parts (e.g., belts, pulleys) under 7 feet in height from the ground level guarded in such a manner that no body parts including fingers can reach the moving parts?			
23	Are rotating exposed parts behind dryers in the laundry area guarded adequately? Are the guards reinstalled immediately after repairs or maintenance?			
24	Is the bench grinder provided with guards on both sides?			
25	Is the tool rest of the bench grinder located at distance not more than 1/8 of an inch from the grinding wheel?			
26	Are safety glasses available for the grinding operation?			
27	If the bench grinder is out-of-service, is it locked out and labeled " Out-of-Service "?			
28	Are guards provided on HVAC, roof top evaporation and elevator cable units?			
29	Are emergency generators, refrigeration compressors and wall/window exhaust fans guarded in such a manner that no body parts including fingers can reach the moving parts?			
30	Are all screens on blowers, fans, compressors in tact?			
31	Are all machine guards included in the Periodic Maintenance Program?			
32	Are the guards checked periodically (i.e., at least annually , if not more frequently as needed) for its location and integrity?			
33	Are waste oils properly stored and disposed of?			
34	Are batteries properly stored and disposed of?			
35	Are electrical hazards reviewed for compliance with codes?			
36	Does staff practice good electrical work practices? (proper use of extension cords, multi-outlet strips, frayed wiring, grounded appliances and tools, missing ground pins, overloading circuits, lockout/tagout, etc.)			
37	Are processes which involve extreme temperatures properly handled to minimize exposure? (freezer, steam, outdoors work, etc.)			
38	Are oxygen and acetylene tanks stored separately to avoid compound explosion hazards?			
39	Are gas tanks stored in rooms not directly under or next to resident units?			
40	Are compressed air tanks properly labeled as used, in use, or empty?			
41	Are compressed air tanks properly sequestered to a permanent wall or appropriate tank handling/transport fixture or dolly?			
42	Are gas cylinder tank storage areas equipped with wall chains, in an area where damage from a 'torpedo effect' would be minimal?			
43	Is a fire cabinet provided for flammable and combustible materials (i.e. paints) over 5 gallons total?			

(Maintenance Department)

	Parameters	Yes	No	Sort of
44	Are covered metal UL approved cans provided for oily and paint soaked wastes?			
45	Is gasoline stored in an OSHA approved gas can with spark arrester and a self-closing cap?			
46	Are lockout/tagout procedures followed?			
47	Do only Authorized Personnel work on any electrified system?			
48	Is the Lockout/Tagout Program inspected and certified annually?			
49	Are all non-fixed electrical hand-tools properly grounded?			
50	Are ladders secured on a surface and never leaned against anything?			
51	Are wooden and nonmetal ladders used while cleaning electrical equipment or working near it?			

GG. Maintenance & Engineering

	Parameters	Yes	No	Sort of
1	Are all products and containers properly labeled and stored?			
2	Are lockout/tagout procedures implemented?			
3	Are hand tools provided right for the job?			
4	Are hand tools used correctly?			
5	Are hand tools kept in good condition?			
6	Are hand tools properly stored and well maintained?			
7	Are proper procedures training for the use of common tools, ex: hammers and screwdrivers also given, just as there is for syringes and hemostats?			
8	Are handles and striking faces sound on impact tools?			
9	Are safety glasses worn when using chisels or performing other heavy impact jobs or while grinding metal tools or other materials?			
10	Are hard hats always carried with employees, or readily available?			
11	Are maintenance employees provided with safety shoes?			
12	Is the use of substandard equipment not tolerated?			
13	Are tools kept free from rust and damage?			
14	Are edged tools stored separate from other tools in a common workbox or bench, but are encased in protective leather pockets?			

HH. Maintenance & Engineering – Power Tools

	Parameters	Yes	No	Sort of
1	Are all tools grounded?			
2	Are power tools operated only by authorized personnel?			
3	Are these tools inspected before use?			
4	Are extension cords prevented from dragging through water or oil, or over rough terrain, or across sharp metal edges?			

(Maintenance & Engineering – Power Tools)

	Parameters	Yes	No	Sort of
5	Are cords suspended overhead if there is traffic that might run over them?			
6	Are defects, such as frayed cords or broken plugs, or any minor shocks that occur in the use of the power tools, immediately reported and repaired?			
7	Are guards kept in place on portable grinders and saws?			
8	Are safety glasses worn when using portable power equipment as well as when using shop equipment?			
9	Are power tools cleaned with high-flash solvents?			
10	In using compressed air, do lines have less than 30 p.s.i. pressure and is face protection worn?			
11	Is the plug disconnected from the receptacle when changing guards or accessories on a tool being used?			
12	Are power tools used and maintained in strict accordance with the manufacturer's instructions?			
13	Are instruction sheets received with new equipment retained and filed?			
14	Are repairs made only by qualified personnel or returned to the manufacturer?			
15	Is extra caution taken when power tools are used on ladders or scaffolds?			
16	Are electrical circuits prevented from overload?			
17	Are electrical wiring done only by qualified electricians who follow recommended codes and use materials and techniques approved by Underwriters' Laboratories?			

II. Maintenance & Engineering – Machine Guarding

	Parameters	Yes	No	Sort of
1	Are all rotating machine parts guarded against contact?			
2	Are all exposed parts of horizontal shifting 7 feet or less from the floor or work platform enclosed with a stationary casing?			
3	Are fan guards not more than ¼ inch wide?			
4	Are circular saw guarded by a hood that will cover the teeth at all times?			
5	Are table saws equipped with a spread, splitter, or riving knife to keep material from the back edge of the saw?			
6	Are unused parts of sanders enclosed, with discs enclosed under the table, plane drums fenced behind and partially covered by an exhaust hood, and ends of belt-sanding machines enclosed with metal guards that also serve as a part of the exhaust system?			
7	Does department head see to it that power machines are not abused and are used only by trained and authorized personnel?			
8	Do machine guards protect against or prevent . . . direct contact with the moving parts of a machine, work in progress and mechanical failure?			

JJ. Maintenance & Engineering – Ladder Safety

	Parameters	Yes	No	Sort of
1	If a ladder is used on a polished floor, is non-slip material applied to the front feet?			

(Maintenance & Engineering – Ladder Safety)

	Parameters	Yes	No	Sort of
2	Are stock feet available and used?			
3	Are straight ladders placed so that the horizontal distance from the base of the plane of the support is about one-fourth the ladder length between the ground and the top support?			
4	Is there a minimum of 3 feet of ladder extending above the support?			
5	Are ladders never placed in front of a door that opens towards the ladder unless the door is locked, blocked or guarded?			
6	Are ladders never leaned against glass or plastic?			
7	Are paint buckets held to the ladder rung by S hooks rather than by one hand?			
8	Does the ladder always face the user?			
9	Does the worker not lean too far out to the side of the ladder or too far overhead?			
10	Does the worker never stand on the top rung?			
11	Are loose tools and materials placed on a folding shelf? (screwdrivers and small tools can be set in holes drilled into the top of folding ladders)			

KK. Housekeeping

	Parameters	Yes	No	Sort of
1	Are the housekeeping schedules for cleaning appropriate for the different work environments, including the amount of traffic and type of work?			
2	Are cleaning and disinfecting schedules for housekeeping clearly documented in the Exposure Control Plan, especially for work areas more likely to be contaminated?			
3	Is there a system to monitor cleaning and sanitization in accordance with written policy procedures?			
4	Are cleaning agents used to disinfect indicated for TB, HIV, HBC etc.? (This should be evident on the labels)			
5	Are sharps containers, medical wastes and red bag laundry stored in a secure area?			
6	Are they stored in rooms that are properly identified with a <i>red</i> color biohazard sign?			
7	Are surfaces, implements and materials properly cleaned and sanitized to reduce the number of germs and other biological agents?			
8	Are ample anti-microbial soap and paper towel supplies always available in all bathrooms and at all sinks?			
9	Do employees know about the potential hazards, proper personal protective equipment, use and storage of: soaps, detergents, disinfectants, ammonia, chlorine, solvents drain cleaners, oven cleaners, caustic solutions, etc.?			
10	Do employees know about the proper clean up procedures for accidental spills or leaks or mixtures of hazardous chemicals?			
11	Is universal/standard precautions strictly practiced?			
12	Are staff cautious about the potential of improperly placed or disposed needles, sharps and broken wares?			
13	Are proper medical waste handling techniques applied?			

(Housekeeping)

	Parameters	Yes	No	Sort of
14	Do staff refrain from standing on chairs, beds, tubs or other furniture or fixtures not intended for the purpose, and instead use appropriate stepladders?			
15	Are electric lamps unplugged before they are wiped with dry-damp cloth?			
16	After venetian blinds and shades are washed and reinstalled, are each tested to ascertain that they are securely fastened?			
17	Are mercury spill kits available, while the removal of mercury spills by use of a vacuum cleaner or any other method is prohibited?			
18	Is broken glass swept up immediately and not picked up by hand?			
19	Are fine slivers and splinters picked up with a damp cloth or paper towel?			
20	Where smoking is permitted, are ashtrays and other potential unauthorized receptacles for spent cigarette butts inspected for burning or smoldering?			
	Chemicals:			
21	Do employees know about the compatibility and incompatibility of these different chemicals in their work area?			
22	Are all products and containers properly labeled and stored?			
23	Is only the specified amount and type of cleaner for a particular job used?			
24	Do employees understand that excessive quantities and/or the wrong type may cause dermatitis, slipping, fires, or cause the cleaned article to deteriorate?			
25	Are only relatively safe, organic solvent degreasing agents and spot removers used with flash points at least 135 degrees Fahrenheit or higher used?			
26	Is the use of gasoline, benzene, and carbon tetrachloride prohibited?			
27	Are UL approved safety cans provided for handling bulk flammable liquids?			
28	Is careful attention given to so called 'slip-resistant' waxes?			
29	Are cleaners never mixed?			
30	Are the least flammable and toxic kinds of spot cleaners used?			
31	Are clothing which have been splattered with chemicals promptly replaced?			
32	Are cleaning agents and carts secured and always attended to?			
	Floors:			
33	Are 'wet floor' signs propped as necessary?			
34	Is one side of the floor mopped or waxed first, and when the first side is dry, the other is mopped or waxed, to always allow a dry strip for traffic?			
35	Is electrical equipment plugged into the side being cleaned?			
36	Are cords prevented from running across stairs or hallways?			
37	Are wet notice signs posted?			
38	Is floor maintenance performed during periods of least traffic?			
39	Is furniture returned to original positions, and bed casters locked after floor cleaning is completed?			
40	Are mop solutions changed frequently as directed?			

(Housekeeping)

	Parameters	Yes	No	Sort of
	<i>Floors (continued)</i>			
41	Are mops examined for smoldering cigarette butts and rinsed thoroughly?			
42	Are mop heads sent to laundry after each day's use?			
43	Are mops, brooms, electrical equipment and all supplies placed into their proper storage areas as soon as a job is completed?			
44	Are mops and brooms stored in such a way so as to allow circulation around them?			

LL. Housekeeping – Equipment Carts

	Parameters	Yes	No	Sort of
1	Are materials loaded onto carts in an orderly manner?			
2	Are carts kept to the right and moved slowly near stairways, corridor intersections, elevators and on ramps?			
3	Do employees look ahead while moving cart?			
4	Are hands kept away from the cart's edges when pushing to avoid pinching?			
5	Are carts not left in awkward areas to create an obstruction?			
6	Are carts pulled through swinging doors and not slammed through?			

MM. Housekeeping – Waste Handling

	Parameters	Yes	No	Sort of
1	Do workers refrain from digging into wastebaskets to empty them? Do they refrain from putting their hands into a disposal container?			
2	Are receptacles held by the sides and tipped over to empty?			
3	Are plastic liners securely closed before transferring to collection containers?			
4	Are pressurized cans, batteries, light bulbs and fluorescent bulbs separated from the stream of garbage?			
5	Are ashtrays emptied into a container with a small amount of water?			
6	Are red bags, medical waste containers and transporting devices properly labeled, handled, stored and maintained?			

NN. Recreation

	Parameters	Yes	No	Sort of
1	Are glues, paints, and other liquids properly stored and secured?			
2	Is clean up following activities thorough so as not to present an inadvertent Exposure during the next activity (possibly ingestion or absorption)?			

00. *Hairdress/Salon*

	Parameters	Yes	No	Sort of
1	Are chemical solutions (shampoo, conditioners, coloring, permanent, etc.) properly labeled, stored and secured?			
2	Is there adequate ventilation to prevent the build up of these chemicals?			
3	Are MSDS's readily available for these chemicals?			
4	Are scissors and other sharp instruments well maintained and cautiously handled, particular their placement where they may be accessible to demented residents?			
5	Is the work area free of clutter, and is clean, hygienic and orderly?			
6	Is a well-designated and properly designed plumbed eyewash available in an accessible location?			