

Safety Audit Checklist

By John F. Smith

- General Safety
 - Drawers are kept closed at all times when not actually in use.
 - Chairs and other furniture are in good condition.
 - All compressed gas cylinders that may be in your area are secured from falling over.
 - There is ready access to a suitable step stool, stepladder, or similar device in areas where items are stored or placed overhead.
 - In storage areas, heavier items are stored at waist level, with the lightest objects placed on the higher shelves.
 - Personal protection equipment has been provided to all employees needing it.
 - Staff have been trained on how to inspect and use patient care equipment.
 - The area free of clutter.
- Fire & Disaster
 - Proper fire and safety equipment is available.
 - Fire alarm pull stations and fire extinguishers are accessible.
 - All staff know the locations of fire alarm pull stations.
 - All staff know the locations of extinguishers in or near their work area.
 - Staff in the area know the proper reporting procedure if they find a fire.
 - All containers of powders, liquids, and gases are labeled as to contents.
 - Flammables are stored in flammable storage cabinets.
 - All areas are in compliance with 'No Smoking' policies.
- Hallways, Stairs, & Exit Paths
 - The corridors kept clear of obstructions.
 - Carpeting is secure to the floor, unfrayed, free from tripping hazards, and generally in good condition.
 - Hard floor surfaces secure and free of tripping and slipping hazards.
 - All wet floors are marked with "CAUTION, WET FLOOR" (or similar) signs?
 - All EXIT signs are illuminated.
 - All fire doors close and latch properly.

- Stairwell handrails are in good condition.
- Stair treads are in good condition.
- Stairwells are completely clear of obstructions and any objects.
- The housekeeping in this area is adequate.
- Electrical Safety
 - Access to electrical panels is clear and not obstructed.
 - All electrical switches & circuit breakers are identified.
 - All electrical receptacles and cover plates are in good condition.
 - Electrical cords and plugs are in good condition.