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.

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- [ ] 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.