Safety Audit Checklist

Created: 1/2/2012

# Tasks:

☐ **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.**