

# OSHA SAFETY CHECKLIST

Inspectors: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Area Surveyed: \_\_\_\_\_

Received by committee: \_\_\_\_\_ Sent to Department: \_\_\_\_\_ Action copy returned: \_\_\_\_\_

Work Practices	Y	N	N/A	Comments
Does the area appear to be safe and secure?				
Do employees know where the safety manual is located?				
Are the floors clean and neat?				
Do managers know what equipment is in the equipment management program?				
Are compressed gas cylinders labeled?				
Are cylinders adequately stored and secured?				
Are gauges in good working condition?				
Are hose/connectors in good condition?				
Are chairs in good condition?				
Do employees appear to be working ergonomically safe?				
Are employees trained in proper lifting practices?				
Are exit doors unobstructed?				
Is there $\geq 22$ " clearance in aisles and walkways?				
Are evacuation maps located next to fire pulls?				
Are exit signs functioning?				
Are fire extinguishers routinely inspected to determine if they are operative and stored properly?				
When extinguishers are removed for recharge are they replaced by a spare?				
Are fire extinguishers/pulls unobstructed?				
Are heat sources free of combustibles?				
Are proper door openers being used? (no wedges)				
Are there at least 18" clearance around sprinkler heads?				
Are floor surfaces in good condition?				
Are pipes, etc. (<6.5 ft clearance) marked with telltales?				
Has certified workplace hazard assessment been conducted to determine if hazards exist that necessitate the use of personal protective equipment?				

SUBJECT: LOCKOUT/TAGOUT TRAINING	REFERENCE #1018
DEPARTMENT: HOSPITALWIDE	PAGE: 1
	OF: 4
APPROVED BY:	EFFECTIVE:
	REVISED:

**LOCKOUT TRAINING OUTLINE:**

- Definition:
  - Energy runs machines and moves their parts. That energy can be electrical, mechanical, hydraulic or pneumatic. Sometimes the energy is stored, as in springs, steam, or as pressurized air or liquids. Any type of energy, however, can be a serious safety hazard, especially if it comes on or is released unexpectedly while you are servicing or maintaining equipment. That is why OSHA has developed lockout/tagout procedures to help make sure that anyone working on equipment, isn't electrocuted, hit, cut, crushed or otherwise injured during machinery service or repair. If there are any questions regarding the following procedures or safety questions ask your supervisor.
  
- Key steps to proper lockout:
  - SHUT OFF and lockout electricity.
  - RELEASE and lockout energy.
  - DRAIN and lockout material.
  - After all the energy has been shut off and drained, lockout is the safest method of keeping you from getting hurt. The law requires you to lockout machine power whenever possible. Only when you can't lockout, do you tagout using a warning tag.
  - Lockout means putting a lock on the part of the machine that controls the energy; for example, a circuit breaker, switch, block, valve. This locks the energy control device in an "off" position and prevents the machine from starting up or releasing energy accidentally. A lockout lock can have a key or a combination. It can not be a lock that's used for any other purpose than lockout.
  
- Lockout locks must be:
  - Durable enough for the heat, cold, humidity or corrosiveness in the area where it's used - for as long as it is needed.
  - Standardized by color, shape or size throughout the facility.
  - Strong enough so it can not be removed without heavy force or tools like bolt cutters.

SUBJECT: HANDLING OF BIOHAZARDOUS WASTE	REFERENCE #1022
DEPARTMENT: ADMINISTRATIVE - FACILITYWIDE	PAGE: 1 OF: 4
APPROVED BY:	EFFECTIVE: REVISED:

**PURPOSE:**

To provide guidelines for the handling and disposal of ALL waste in accordance with the State Health and Safety Code.

**DEFINITION:**

- Laboratory wastes include cultures of etiologic agents, which pose a substantial threat to health due to their volume and virulence.
- Pathologic specimens include tissues, blood elements, excreta and secretions, which contain etiologic agents.
- Surgical specimens include human parts or tissues removed surgically which, in the opinion of the attending physician, contain etiologic agents and attendant disposable fomites.
- Equipment, instruments, utensils, dressing and other disposable materials, which are likely to transmit etiologic agents.
- Any other material which presents a significant danger of infection because it is contaminated with, or may reasonably be expected to be contaminated with, etiologic agents.
- No other products, paper goods, etc., should be placed in the bags used for biohazardous waste.

**POLICY:**

- All requirements set forth by the Health and Safety Code on Biohazardous Waste shall be followed as outlined in state and local regulations and shall be applied to all biohazardous waste generated. (Regulations will vary state to state.)
  - Infectious sharps shall be contained for disposal in leak-proof, rigid and puncture resistant containers, such as plastic or metal, which are taped closed or tightly lidded to preclude loss of the contents.

SUBJECT: WORKPLACE VIOLENCE PREVENTION PLAN	REFERENCE #1024
DEPARTMENT: SECURITY/HOSPITALWIDE	PAGE: 1 OF: 5
	EFFECTIVE:
APPROVED BY:	REVISED:

**PURPOSE:**

Healthcare workers have faced a significant risk of job-related violence and violence continues to increase. This Hospital will provide a means of addressing workplace violence.

**POLICY:**

- The safety and security of Hospital personnel, patients and visitors is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment or coercion, which in your judgment affects the Hospital or which occurs on Hospital property will not be tolerated.
- This prohibition against threats and acts of violence applies to all persons involved, including but not limited to Hospital personnel, contract and temporary personnel, patients and visitors. Therefore, violations of this policy by any individual on Hospital property is considered misconduct and will lead to disciplinary and/or legal action as appropriate.
- No reprisals will be taken against any employee who reports or experiences workplace violence.
- Responsibility for a Workplace Free From Acts and Threats of Violence:
  - All Hospital personnel must refrain from engaging in acts of violence and are responsible for maintaining a work environment free from acts or threats of violence.
- Prevention Program for Workplace Security:
  - A prevention program for workplace security will include the following:
    - ◆ Complete a security and safety assessment of hospital;
    - ◆ Sufficient trained personnel to provide security;
    - ◆ Controlling access and freedom of movement;
    - ◆ Ensuring adequate security systems including door locks, security windows, physical barriers and restraint systems;
    - ◆ Employee training;