

Workplace Inspection Checklist for Hospitals



STAIRWAYS

- ☐ Free of obstacles
- ☐ Step surfaces slippery
- ☐ Carpet intact
- ☐ Stairs and grab rails in good condition
- ☐ Fire doors are closed

AISLES AND FLOORS

- ☐ Free of obstruction
- ☐ Carpet intact
- ☐ In good repair
- ☐ Slippery
- ☐ Smoke doors free from obstacles
- ☐ Appropriate footwear worn by staff

LIGHTING

- ☐ Adequate illumination
- ☐ Good natural lighting

- ☐ No direct or reflected glare
- ☐ Light fittings clean and in good repair
- ☐ No single fluorescent tubes
- ☐ Exit signs laminated
- ☐ Night lights fitted

WINDOWS

- ☐ Lockable
- ☐ Controlled opening height
- ☐ In good condition
- ☐ Fly screens are in good condition

STORAGE

- ☐ Adequate
- ☐ Materials/equipment stacked
- ☐ Obstructing access
- ☐ Safety steps provided for high storage
- ☐ Designed to minimise manual handling (i) light plant/substance/goods stored at higher level than heavy plant/substance goods (ii) in frequently used plant/substances/goods stored at ground level or over shoulder height
- ☐ Shelves are free of dust and rubbish

EQUIPMENT

General

- ☐ Adequate work space to use
- ☐ Fitted with brakes
- ☐ Adjustable
- ☐ In good repair
- ☐ Regular ongoing maintenance attended (check dates)

Beds

- ☐ Height adjustable

- ☐ Fitted with brakes
- ☐ Cotsides fitted
- ☐ Accommodates all lifting machines

OFFICE AREAS

- ☐ The office chairs are adjustable
- ☐ There is sufficient leg room for the worker
- ☐ There is foot support for the worker if required
- ☐ The chair controls are within easy reach
- ☐ Arms are provided where necessary
- ☐ There is adequate space to work in
- ☐ If the chair has castors is it on carpet?
- ☐ Shelving for manuals and folders

SCREEN BASED EQUIPMENT

- ☐ Sufficient contrast
- ☐ Glare (screen)
- ☐ Glare (external)
- ☐ Variation from keyboard duties
- ☐ Work station is adjustable to meet individual needs: - monitor, desk, keyboard,document holder provided, sufficient room to work in

WASTE DISPOSAL

- ☐ Correct bins provided for: (i) General – paper, etc. (ii) Sharps (iii) Food (iv) Other: infected / cytotoxic / glass (indicate which)
- ☐ Appropriate colour coded bags being used
- ☐ Bins are vermin proof

OXYGEN CYLINDERS

- ☐ Trolley provided and used
- ☐ Cylinder stabilisation - straps / chains - provided - used
- ☐ Empty cylinders stored separately and labelled
- ☐ Stores advised a replacement is required

- ☐ Replacement is prompt
- ☐ Warning signs displayed
- ☐ There is sufficient oxygen in the cylinder
- ☐ Frequency checked when not used. Specify

HAZARDOUS SUBSTANCES

- ☐ A material safety data sheet fore each chemical used
- ☐ Containment materials available for spills
- ☐ Personal protective equipment: - available - used correctly – suitable
- ☐ Disposal procedure satisfactory
- ☐ Flammable agents in a flameproof cupboard
- ☐ Storage of minimal quantities in the workplace
- ☐ Ventilation with extraction available at source
- ☐ Sufficient room to use product

PHYSICAL HAZARDS

- ☐ Are cleaning signs used appropriately?
- ☐ Are all exits clear?
- ☐ Are all verandahs clear?

ELECTRICAL

- ☐ Power cords frayed / damaged
- ☐ Power cords in the way
- ☐ Double adaptors used
- ☐ Unchecked equipment being used
- ☐ Equipment not in use properly stored
- ☐ Is equipment checked regularly

STAFF AMENITIES

- ☐ Washrooms clean
- ☐ Toilet clean
- ☐ Well stocked with toilet / hand paper

FIRE AND EVACUATION

- ☐ Have all staff attended Emergency Procedure lectures/training?
- ☐ Do staff know fire procedure?
- ☐ What is the procedure if you find or suspect a fire? (i) activate break glass alarm (ii) the hose reel: when last checked? (check dates)
- ☐ Do staff know evacuation procedure?
- ☐ Identify lateral evacuation points if fire was located
- ☐ Do the staff know: (i) the different fire extinguishers and hose reels? (ii) how to use them?
- ☐ The evacuation kit is available and complete
- ☐ Do the staff know where the floor plan is for their area?

ENVIRONMENT

- ☐ Is the area: (i) too hot? (ii) too cold?
- ☐ Taps are drip free when turned off
- ☐ Wet areas: - non-slip surface - water contained within the area
- ☐ Drug storage areas are locked: drug cupboards, drug fridge, drug trolley, drug keys are being carried by a Registered Nurse
- ☐ Medical Emergency Staff know: - where equipment is stored, drugs, resus equipment, suction

LIFTING MACHINE/EQUIPMENT

- ☐ Brakes fitted
- ☐ Wheels in good order
- ☐ Free of oil leaks
- ☐ Slings in good condition
- ☐ Correct slings available

BED BATH

- ☐ Brakes working
- ☐ Hydraulics working
- ☐ Vinyl in good state
- ☐ Trolley corners have fittings

SUCTION MACHINE

- ☐ Wheels working
- ☐ Clean bottle
- ☐ Clean bottle
- ☐ Suction working
- ☐ Pressure <50mHg
- ☐ Dilly bag: - Gloves Suction Catheters

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