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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