The following is a sample checklist for identifying general safety and ergonomics related hazards in a health care facility with an emphasis on areas where patient care is performed. The items in this checklist could be integrated into Environment of Care safety rounds or audits. Content is focused on prevention of slips trips and falls, bloodborne pathogen exposure and ergonomics related risk factors that can contribute to musculoskeletal disorders such as strains and sprains.

In addition, existence and enforcement of **current policies and procedures** and completion of **training** by employees relevant for each topic that is included in this checklist should be reviewed as part of any safety inspection or audit.

 *Note that this checklist does not contain information related to life or fire safety concerns.*

No one sample of a self-inspection form is suitable or *all inclusive* for all health care facilities or all hazards. Employers should customize the checklist forms to the specific areas in their operations and specific federal and state regulatory standards as applicable.

Before filling out the checklist, familiarize yourself with the tasks performed in the area or department that you are evaluating.

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| **General Safety & Ergonomics**  ***‘No’ responses indicate potential problem areas that should be investigated further*** |
| **ACTIVITY**  | **Y/N** | **ACTION TAKEN/ COMMENTS/****POSSIBLE SOLUTIONS**  | **DEADLINE or COMPLETED** |
| **Slips Trips Falls Hazard Elimination** |
| 1. Aisles and stairways are unobstructed, clearly marked and well lit
 |  |  |  |
| 1. Aisles are wide enough to accommodate workers, patients, visitors and equipment comfortably
 |  |  |  |
| 1. Handrails, handholds are in place and secure on stairways and aisles
 |  |  |  |
| 1. Steps on stairs and stairways or on floor surfaces where fluid may be routinely present (e.g. kitchens, ORs) are designed or provided with a surface that renders them slip resistant
 |  |  |  |
| 1. Floors are clean, clear of waste and fluids/spills and in good condition (no loose/worn carpet, anti-mats, tiles etc.)
 |  |  |  |
| 1. Spills are wiped up quickly and wet floors (example, fresh mopped) are clearly marked with a caution sign
 |  |  |  |
| 1. Computer and other equipment cords do not create trip hazards (e.g. under computer workstations, in equipment storage and patient rooms, etc.)
 |  |  |  |
| 1. Work areas such as the nurse’s station are clear of equipment and chairs that impede movement of workers and equipment, etc.
 |  |  |  |
| 1. Workplace lighting is adequate for the task(s) being performed
 |  |  |  |
| **ACTIVITY**  | **Y/N** | **ACTION TAKEN/ COMMENTS/****POSSIBLE SOLUTIONS**  | **DEADLINE or COMPLETED** |
| **Sanitary/ Infectious Waste/ Needlestick Hazard Elimination** |
| 1. Break rooms, patient nutrition areas, restrooms, washing areas are tidy and in a sanitary condition
 |  |  |  |
| 1. The correct type of personal protective equipment is readily available in all appropriate locations and used correctly
 |  |  |  |
| 1. Infectious/hazardous waste and sharps containers are:
	1. Not overflowing
	2. Labeled or tagged to identify potential or actual biohazards
	3. Easily accessible
	4. Closable and leak proof
 |  |  |  |
| 1. All equipment and working surfaces etc., are cleaned and disinfected after contact with blood or potentially infectious materials
 |  |  |  |
| **Materials Handling & Storage Hazard Elimination** |
| 1. Materials and supplies in storage areas do not obstruct stairs, fire escapes, exits or firefighting equipment and sprinkler systems
 |  |  |  |
| 1. Heavier, larger and more frequently used supplies/equipment are stored on middle shelves
 |  |  |  |
| 1. Supplies and equipment are stored on shelves to allow sufficient hand clearance when accessed
 |  |  |  |
| 1. Step stools (with non-rolling base and anti-skid surface) are available to access supplies on higher shelves
 |  |  |  |
| 1. Compressed gas (oxygen) bottles and cylinders are secured to prevent them from falling over or from being knocked over
 |  |  |  |
| 1. Edges on desks and cabinets and other furniture are not sharp
 |  |  |  |
| 1. Furnishings are stable, designed for the intended load, or used/secured in a manner to prevent tipping
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| **ACTIVITY**  | **Y/N** | **ACTION TAKEN/ COMMENTS/****POSSIBLE SOLUTIONS**  | **DEADLINE or COMPLETED** |
| **Ergonomics Related Hazard Elimination*****Note: The following does not consider the risk from any combinations of or duration of exposure to ergonomics related risk factors – these factors must be considered and investigated further if any of the following risk factors are observed.*** |
| **Can work tasks be performed without have to use the following** (*Note task and risk factor identified):*(Work tasks include: patient care tasks, patient handling, lifting bags of dirty linen/garbage; working at computer workstations; accessing supplies on storage shelves and equipment) |
| 1. *Awkward Postures*
	1. Hand and wrists bent up, down or sideways (more than 30 degrees)
	2. Elbows held out and away from the body
	3. Hands/arms above shoulder height
	4. Hands/arms above below knee height
	5. Hands/arms across, behind, or out to the side or fully extended in front of the body
	6. Neck bent forward excessively (over 30 degrees), bent back or twisted
	7. Back bent excessively (over 30 degrees)
	8. Back twisted or bent sideways
	9. Legs – squatting or kneeling position, lack of clearance for knees when seated
	10. Both feet unsupported on the floor or on a foot support
 |  |  |  |
| 1. *Repetition -* Awkward postures noted above are repeated more than once per minute
 |  |  |  |
| 1. *Static Postures -* Holding a body posture for more than a few minutes
 |  |  |  |
| 1. *Force – Hand & Feet*
	1. **Pinching** unsupported object(s) *weighing* 2 lbs. or more per hand
	2. **Gripping** unsupported object(s) weighing 10 lbs. or more per hand
	3. **Depressing** foot controls/pedals with difficulty with one foot
 |  |  |  |
| 1. *Force – Whole Body*
	1. Lifting and/or supporting/holding more than **35 lbs.** of **patient weight**
	2. **Lifting and/or holding** supplies and equipment weighing over **50 lbs.** between knuckle and shoulder height
	3. **Lifting and/or** holding supplies and equipment weighing over **15 lbs.** below knuckle and/or over shoulder height or at arm’s length
 |  |  |  |
| * 1. **Carrying** supplies/equipment/bags of linen/trash weighing over **30 lbs.** over 10 feet using both hands
	2. **Carrying** supplies/equipment weighing over **15 lbs.** using one hand
 |  |  |  |

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| **ACTIVITY**  | **Y/N** | **ACTION TAKEN/ COMMENTS/****POSSIBLE SOLUTIONS**  | **DEADLINE or COMPLETED** |
| **Ergonomics Hazard Elimination *continued*** |
| **Can work tasks be performed without have to use the following** (*Note task and risk factor identified):*(Work tasks include: patient care tasks, patient handling, lifting bags of dirty linen/garbage; working at computer workstations; accessing supplies on storage shelves and equipment) |
| * 1. **Pushing and/or pulling** non-powered carts, wheelchairs, beds and gurneys, and/or other wheeled equipment -
		1. More than 50 feet
		2. On ramps/slopes, over thresholds, carpet or uneven surfaces
 |  |  |  |
| * 1. **Non-powered and powered** carts, wheelchairs, beds and gurneys, and/or other wheeled equipment that are:
		1. Difficult to maneuver and/or push/pull
		2. Overloaded
		3. Without handles
		4. Lacking good visibility when being moved

*General rule - Initial push/pull force of 35 lbf and sustained force of* *20 lbf is acceptable for pushing/pulling to 50 feet for a majority of the employee population* |  |  |  |
| 1. **Pressure points** on any part of the body (wrists, forearms, back of thighs)
 |  |  |  |
| 1. Exposure to **hand arm vibration**from power tools/equipment
 |  |  |  |

Adapted from:Canadian Centre for Occupational Health and Safety, 2008, OSHA, 2014, WA State Depart. of Labor and Industries, 2006 Ergonomics Liberty Mutual, 2005, Bernard, 2010 and Kodak, 2004.