



## Safety Walk-around Checklist: Physician Office Practice

Office practices must provide a safe environment for all who enter their practice, including patients, family, vendors, and staff. Develop a safety plan that describes how to maintain a safe environment. Include the role of physicians and employees. Encourage physicians and employees to report unsafe or potentially hazardous conditions. Immediately remedy high-risk situations. If grounds and maintenance are the responsibility of a third party, identify the process for notification of safety hazards.

Use this checklist to conduct walk-around inspections regularly to identify potential risks and to correct any risks identified.

Grounds and Parking Area	Yes	No
Snow removed on a consistent basis		
Icy areas consistently treated		
No uneven surfaces, potholes, cracks, debris		
Adequate lighting to minimize shadows		
Appropriate Signage:		
Parking		
Entrances		
Exits		
Handicap		
Other: Specify		
Office Setting	Yes	No
Equipment or obstacles in the walkway		
Floors clean		
Wet floor signs as needed		
Stairwells:		
Handrails firmly attached		
Well lighted		
Stairwells not intended for public access are secured		
Waiting area clean:		
Toys and books should be discouraged. If present, verify the cleaning process.		
Restroom:		
Clean		

Handrail		
Call bell—Test for response		
Signage if an unaffiliated provider shares space		
Signage:		
Cover mouth		
Hand hygiene for coughs and colds		
No confidential information is visible		
Computer screens not visible		
All signage: plain language, appropriate		
Other:		
<b>Exam Rooms</b>	<b>Yes</b>	<b>No</b>
Clean		
Needles and syringes locked up		
Needle disposal container, appropriately mounted and not overfilled		
No hazardous products accessible to patients		
Personal protective equipment available		
Patient chairs: no wheels, good condition		
Exam table:		
Wheels lock		
Cushion intact		
Safe and comfortable accommodations for bariatric patients are provided.		
Other:		
<b>Hazardous Material: Infection Control</b>	<b>Yes</b>	<b>No</b>
Hazardous material labeled and properly stored with restricted access		
Spill kit available		
Safety Data Sheets (SDS) available		
Personal Protective Equipment (PPE) available		
Sinks available for hand washing		
Eye wash stations readily accessible		
Alcohol-based hand sanitizer available		
Tabletop sterilizer:		
Logs		
Biological indicators		
Chemical indicators		
“Clean” and “Dirty” functions and storage are segregated and labeled		
Other:		

<b>Equipment Safety: Electrical Hazards</b>	<b>Yes</b>	<b>No</b>
Office equipment properly functioning		
Preventative maintenance log available and current		
Out of service equipment properly stored and labeled		
Oxygen and other gas cylinders upright and secured		
Electrical cords safely stored		
Electrical outlets have child safety plugs or are safety outlets		
Extension cords not used in the practice		
Electrical closets are locked		
Other:		
<b>Fire Safety</b>	<b>Yes</b>	<b>No</b>
Elevators signage warning: Not to be used in a fire		
Fire alarms in working order		
Fire extinguishers:		
Accessible		
Annual inspection		
No Smoking signage in designated areas		
Sprinkler system: log notes on current inspection		
Exits clearly marked		
Emergency exit signs:		
Visible		
Illuminated		
Emergency lighting functional		
Other:		
<b>Medication Safety</b>	<b>Yes</b>	<b>No</b>
Medication storage locked		
Medication outdate log: monthly inspection		
Outdated drugs		
Medications with similar names and packaging stored separately		
Medications with different routes stored separately		
Hazardous chemicals, biological specimens, and food, stored separately from medications		
Multi-dose vials labeled with use by date after opening		
Refrigerator logs:		
Daily checks		
Twice daily for vaccines with after-hours detection and alert system		
Vaccine log completed		
Controlled substances:		
Double locked		
Log current		
Prescription pads secure		

Other:		
<b>Medical Emergencies</b>	<b>Yes</b>	<b>No</b>
Emergency drug box/equipment log: monthly check		
Breakaway lock on emergency drug box: intact		
Staff confirms role in emergency plan		
Other:		
Notes:		

Medical Mutual's "Checklists" are offered as reference information only and are not intended to establish practice standards or serve as legal advice. MMIC recommends you obtain a legal opinion from a qualified attorney for any specific application to your practice.