

## Safety Walk-around Checklist: Physician Office Practice

<p><b>Grounds and Parking Areas</b></p> <p>Snow: removed <input type="checkbox"/></p> <p>Icy areas: treated <input type="checkbox"/></p> <p>No uneven surfaces, potholes, cracks, debris <input type="checkbox"/></p> <p>Adequate lighting to minimize shadows <input type="checkbox"/></p> <p>Signage: parking, entrances, exits, handicap <input type="checkbox"/></p>	<p><b>Equipment Safety; Electrical Hazards</b></p> <p>Office equipment: functional <input type="checkbox"/></p> <p>Preventative maintenance logs: current <input type="checkbox"/></p> <p>Out of service equipment: properly stored/labeled <input type="checkbox"/></p> <p>Oxygen cylinders: secure; upright <input type="checkbox"/></p> <p>Electrical cords: safely stored <input type="checkbox"/></p> <p>Electrical outlets: child safety plugs/safety outlets <input type="checkbox"/></p>
<p><b>Office Setting</b></p> <p>No equipment or obstacles in walkways <input type="checkbox"/></p> <p>Floors: clean; if wet, signage indicates hazard <input type="checkbox"/></p> <p>Stairwells: handrails firmly attached; well lighted <input type="checkbox"/></p> <p>Waiting area; restrooms: clean <input type="checkbox"/></p> <p>Signage if an unaffiliated provider shares space <input type="checkbox"/></p> <p>Signage: cover mouth, hand hygiene for coughs, colds <input type="checkbox"/></p> <p>No confidential information visible <input type="checkbox"/></p> <p>Screen saver on for computers not in use <input type="checkbox"/></p> <p>Prescription pads: secure <input type="checkbox"/></p>	<p><b>Fire Safety</b></p> <p>Elevators signage warning: not to be used in a fire <input type="checkbox"/></p> <p>Fire alarms, fire extinguishers in accessible area <input type="checkbox"/></p> <p>Fire extinguishers: annual inspection <input type="checkbox"/></p> <p>No Smoking signage in designated areas <input type="checkbox"/></p> <p>Sprinkler system: log notes current inspection <input type="checkbox"/></p> <p>Exits: clearly marked <input type="checkbox"/></p> <p>Emergency exit signs: visible, illuminated <input type="checkbox"/></p> <p>Emergency lighting: functional <input type="checkbox"/></p>
<p><b>Exam Rooms</b></p> <p>Clean <input type="checkbox"/></p> <p>Needles, syringes: locked <input type="checkbox"/></p> <p>Needle disposal container: not overfilled <input type="checkbox"/></p> <p>No hazardous products accessible to patients <input type="checkbox"/></p> <p>Personal protective equipment: available <input type="checkbox"/></p> <p>Exam table: wheels lock; intact cushion <input type="checkbox"/></p> <p>Patient chairs: no wheels; good condition <input type="checkbox"/></p> <p>Multidose medication vials: label date of expiration <input type="checkbox"/></p> <p>Medication log: monthly inspection for outdates <input type="checkbox"/></p> <p>Prescription pads: secure <input type="checkbox"/></p>	<p><b>Medication Safety</b></p> <p>Medication storage area: locked <input type="checkbox"/></p> <p>Medication outdate log: monthly inspection <input type="checkbox"/></p> <p>No outdated drugs <input type="checkbox"/></p> <p>Storage separates similar names, packaging, routes <input type="checkbox"/></p> <p>Hazardous chemicals separate from medications <input type="checkbox"/></p> <p>Multidose vials: label date of expiration <input type="checkbox"/></p> <p>Refrigerator temperature logs: daily checks (twice daily for vaccines) <input type="checkbox"/></p> <p>Vaccine log: complete <input type="checkbox"/></p> <p>Controlled substances: double-locked; log current <input type="checkbox"/></p>
<p><b>Hazardous Materials; Infection Control</b></p> <p>Hazardous products: labeled, storage appropriate <input type="checkbox"/></p> <p>Spills kit <input type="checkbox"/></p> <p>MSDS accessible <input type="checkbox"/></p> <p>Personal protective equipment (PPE): available <input type="checkbox"/></p> <p>Alcohol-based handrub: available; containers full <input type="checkbox"/></p>	<p><b>Medical Emergency</b></p> <p>Emergency drug box/equipment log: monthly check <input type="checkbox"/></p> <p>Breakaway lock on emergency drug box: intact <input type="checkbox"/></p> <p>Staff confirms role in emergency plan <input type="checkbox"/></p>
<p><b>Other</b></p> <p>All signage: plain wording; language appropriate <input type="checkbox"/></p>	<p><b>Notes</b></p>