

*******Enki Health Ugtxlegu, Inc.**

WORKPLACE INSPECTION CHECKLIST AND CORRECTIVE ACTION FORM

Quarterly Checklist and Corrective Action Form Instructions

Required to be completed quarterly. To ensure that all areas of clinic inspected, Safety Committee members should inspect a minimum of 1/3 area monthly until all areas are completed in 3 months.

1. The Inspection Checklist is performed quarterly by the Safety Committee.
2. Keep in mind you are inspecting every office/room in the clinic (including the waiting area and restrooms, offices, etc.) at least quarterly (no exceptions).
3. Document all corrective actions and attach any necessary paperwork, i.e. maintenance request, invoice showing purchase, etc.
4. File in Site Safety Manual. (Keep for two years)
5. Forward a copy of any checklist requiring corrective measures to the Clinic Manager, Site Administrator, Administrative Services Coordinator and the Vice President of Operations.

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WORKPLACE INSPECTION CHECKLIST AND CORRECTIVE ACTION FORM

Date: _____ Location Inspected _____

Inspector(s): _____

General Work Environment (including work stations and offices)			
<i>Description</i>	<i>Initial</i>	<i>Corrective action needed</i>	<i>Completed</i>
Worksites are clean and orderly.			
Work surfaces are kept dry or appropriate means taken to assure that surfaces are slip-resistant.			
Ensure that there are no sharp edges (this includes no scissors, letter openers, push pins, etc...) or exposed wires.			
Combustible, flammable materials, debris and waste are stored safely and removed from the worksite promptly and in a safe manner.			
Ensure that cleaning products, spray deodorizers, perfumes, mouthwashes, etc...are not accessible in the public restrooms.			
All restroom facilities are kept clean and sanitary.			
Inconsistencies in floor surfaces are marked with proper warning signs as well as measures taken to correct problem.			
Floor is free of debris, (e.g. paper clips, rubber bands, office furniture or equipment, etc.) that could potentially be a safety hazard. No obstructions in walking paths.			
Fire extinguishers are available, check expiration date, Pressure gauge is in green area (135-150psi). Safety pins are in place and secure. The hanging tag is to be initialed monthly.			
Electrical outlets are properly secured, in good working order and covered (if applicable).			
Surge protectors and Battery back-ups are used for computers.			
Check all fans and heaters are operating safely and (U.L. approved). Heaters designated to be below 1000 watts.			

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General Work Environment (including work stations and offices) CONTINUED			
<i>Description</i>	<i>Initial</i>	<i>Corrective action needed</i>	<i>Completed</i>
Overhead paging system is in good working order throughout the building.			
Panic button system in good working orders in offices, common rooms, hallways and front office area. Use a list of offices where Panic Buttons are located. This should be conducted by Security Officer and will vary from site to site.			
Work stations have good lighting. Burnt out overhead fluorescent lighting have been reported and/or replaced.			
Adequate ventilation is provided.			
Chairs, computer equipment, keyboard trays, etc are ergonomically suitable. Employees have been trained how to adjust their equipment.			
Furniture is placed in a safe manner and allows for safe emergency exit.			
No exposed wires or extension cords across walkways.			
No wall decals placed on walls or company owed furniture/property.			
Corridors/Hallways			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
Corridors/Hallways are well lit, if a light is out is it reported.			
Corridors/Hallways are kept free and clear of obstacles. If equipment or furniture is stored or being used in a corridor on a temporary basis, insure that at least 48" clearance is available for people passing through.			
Doors leading to corridors be clean of any obstacles.			
Inconsistencies in floor surfaces are marked with proper warning signs as well as measures taken to correct problem.			
Slippery surfaces covered with a non-slip material. Rugs that are loose or puckered are made safe and reported immediately.			
Floor is free of debris, (e.g. paper clips, rubber bands, trashcans, office furniture or equipment, etc.)			

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<i>Kitchen/Lunchroom (sometimes referred to as employee lounge)</i>			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
Kitchen is kept clean and orderly. Spills are cleaned up immediately.			
Kitchen floor is kept free from any water spills, food, peelings, etc.			
Broken glass is cleaned up immediately.			
Electrical Outlets in the kitchen area are not overloaded and appliances are not near the sink or consistently wet areas. There are no exposed wires.			
A non-slip carpet/rug or rubber mat is placed in areas where water can potentially be spilled (sink, water cooler/dispenser, coffee pot area, etc..)			
Appliances are clean and in proper working order.			
Posting of Emergency Phone Numbers and other Cal/OSHA required posters are in a conspicuous location.			
Trash containers are properly labeled and covered.			
Warning signs "Do not leave food unattended while heating" are posted in conspicuous area near microwave and/or toasters/toaster ovens.			
Sharp items are kept put away under lock and key.			
Hot surfaces or sharp edges have been properly identified as such.			
Microwave instructions (i.e....no aluminum foil in the microwave) are posted in the kitchen area and in a place near the microwave.			
Cabinet doors and drawers are kept closed. Overhead cabinet doors are kept closed so someone standing up will not be in danger of hitting their head.			
No smoking signs are displayed.			
Food is properly stored to avoid contamination and/or infestation of insects. Regular cleaning schedule is in place to clean out leftover food items from refrigerator, cabinets, etc. no less than weekly.			
All furniture and cabinets are in good working order.			

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<i>Exit Areas and Doors</i>			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
Exit doors have been constructed to serve as an obvious and direct way of exit travel.			
Exits are marked with an exit sign and are properly illuminated.			
Windows that may be mistaken for exit doors have been made inaccessible by means of barriers or railings.			
Exit doors can be opened from the direction of exit travel, without use of a key or any special knowledge or effort when the building is occupied.			
Emergency hardware installed on an exit door has been tested and is properly functioning.			
Doors that swing in both directions are provided with viewing panels in each door.			
<i>General Electrical Issues and Electrical and Telephone Cabinets and Areas</i>			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
Employees have been instructed NOT to work on electrical equipment or lines. Ensure that these areas are posted as such.			
Electrical appliances such as vacuum cleaners, and vending machines are properly grounded.			
Extension cords being used should have grounding conductors and are not used as permanent wiring.			
Exposed wiring or cords with frayed or deteriorated insulation are immediately removed upon their detection.			
Flexible cords and cables are free of splices.			
All cord, cable and raceway connections are kept intact and secure.			
Safety Committee members and management staff are trained where emergency shut off water, gas and power valves/switches are located.			
Telephone and Electrical cable cabinets/areas are kept locked. Rooms are to be kept clean and there is a minimum of 15 feet space all around equipment.			

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Duplicating - Copy Machine Area			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
Floor is free of debris, (i.e....paper clips, rubber bands, etc) that could cause a slip or fall.			
Stairs and Stairways			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
Handrails on stairs are safe and securely fastened.			
Stairways are well lit.			
Surface inconsistencies (i.e....torn or frayed carpeting) are eliminated or made safe until they can be corrected.			
Other			
<i>Description</i>	<i>Initial</i>	<i>Corrective Action Needed</i>	<i>Completed</i>
A chart should be posted for correct lifting procedures to prevent back injuries.			
Safety Committee members and Security Officers are equipped with flashlights with fresh batteries for use in case of emergency.			
Emergency lights (charging in outlets) installed in outlets in all rooms.			
First-Aid supplies are available. Check expiration dates at least quarterly.			
If there is a fire alarm system in effect, ensure it is inspected regularly.			
Are evacuation maps posted in conspicuous locations.			
Emergency codes are discussed at staff meetings regularly and periodic code drills are performed.			
Is security communication equipment in use and capable of transmitting instructions to all key posts simultaneously.			