

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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