

Health Care Provider Safety

Self-Inspection Checklist

Yes No Date
Corrected

Are the following federal and state posters posted where employees can readily view?

US Equal Opportunity Commission

- ☐ ☐ _____ • Equal Employment Opportunity Act-EEOC
- ☐ ☐ _____ • Americans with Disabilities Act of 1990

US Department of Labor

- ☐ ☐ _____ • Fair Labor Standards Acts (FLSA)
- ☐ ☐ _____ • Employee Polygraph Protection Act (EPPA-If applicable)
- ☐ ☐ _____ • Family Medical Leave Act (FMLA)

Occupational Health and Administration (OSHA)

- ☐ ☐ _____ • Job Safety and Health Protection

Texas Department of Insurance, Division of Workers Compensation (TDI/DWC)

- ☐ ☐ _____ • Do or Do Not Carry Workers' Compensation Insurance/Safety Violations Hotline

Texas Workforce Commission (TWC)

- ☐ ☐ _____ • Texas Payday Law

- ☐ ☐ _____ Is the OSHA 300A Illness/Injury Summary maintained and posted February 1st to April 30th annually?

- ☐ ☐ _____ Are employees exposed to the hazards of Human Immunodeficiency Virus (HIV) Hepatitis B (HBV), Tuberculosis (TB), or other Bloodborne Pathogens? If so, has the employer established a written Exposure Control Plan designed to eliminate or minimize exposure?

- ☐ ☐ _____ Does the health care provider (HCP-employer) inform source, obtain consent, and test source for HIV/HBV following employee exposure from a needle stick, mucous membrane exposure, or cutaneous exposure?

- ☐ ☐ _____ Does the HCP: test the patient for HIV as soon as possible after above exposures where negativity has not yet been confirmed; provide HIV testing of exposed workers as soon as possible after exposure with seronegativity tested at 6 weeks, 12 weeks, and 6 months; advise the employee to seek medical attention for those illnesses which occur?

- ☐ ☐ _____ Does the HCP provide Hepatitis B vaccine free of charge to those employees having occupational exposure to HBV?

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- ☐ ☐ _____ Does the HCP have a Sharps Policy forbidding the recapping or re-sheathing of needles?
- ☐ ☐ _____ Does the HCP have and enforce a policy of universal precautions regarding blood and other potentially infectious materials (OPIM)?
- ☐ ☐ _____ Are adequate and appropriate sharps disposal containers provided?
- ☐ ☐ _____ Are all areas of the facility maintained in a clean orderly condition?
- ☐ ☐ _____ Are all open sided floors, work platforms, and stairways adequately guarded?
- ☐ ☐ _____ Are all exit signs illuminated?
- ☐ ☐ _____ Are all exits provided appropriate and visible markings as exits?
- ☐ ☐ _____ Are all compressed gas (oxygen) bottles and cylinders secured to prevent them from falling over or from being knocked over?
- ☐ ☐ _____ Is the necessary personal protective equipment (PPE) in use at locations and activities where it is required?
- ☐ ☐ _____ Is adequate eye and face protection provided and used where required?
- ☐ ☐ _____ Are appropriate BIOHAZARD tags, labels, or signs used to identify potential or actual biohazards and to identify equipment, containers, rooms, experimental animals, or combinations thereof, that contain or are contaminated with blood or other potentially infectious material?
- ☐ ☐ _____ Does the HCP, where appropriate, have a lock-out/tagout program to prevent employee exposure to hazardous energy associated with electricity, and other forms of energy, machines, and equipment?
- ☐ ☐ _____ Has the HCP provided suitable facilities for eye washing or body drenching within the proximity of activities or operations where there is a likelihood of a splash, spray, or splatter of blood or other potentially infectious material, or near where caustic or corrosive chemicals are in use?
- ☐ ☐ _____ Are fire extinguishers and hoses visually examined on a monthly basis to ensure proper function?
- ☐ ☐ _____ Are all fire extinguishers provided an annual maintenance check by a qualified person?
- ☐ ☐ _____ Are moving parts, belts, gears and pulleys of machines and equipment in the facility adequately and properly guarded to prevent accidental contact?
- ☐ ☐ _____ Are the wiring and components of the facility and it's equipment free of hazards due to exposed live electrical parts?
- ☐ ☐ _____ Is the facility and equipment wiring adequately grounded?
- ☐ ☐ _____ Do the facility and equipment cords, fixtures, panels, and boxes have proper strain relief, abrasion protection, and no unused openings?
- ☐ ☐ _____ Are all electrical boxes, panels, fixtures, and fittings equipped with appropriate covers?

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- ☐ ☐ _____ Does the employer have a written Hazard Communication/Employee Right-to-Know program?
- ☐ ☐ _____ Does the Hazard Communication Program contain a complete list of all hazardous chemicals?
- ☐ ☐ _____ Are all containers of hazardous materials adequately and properly labeled with contents and hazard warnings?
- ☐ ☐ _____ Are Material Safety Data Sheets (MSDS) for all hazardous materials properly maintained and readily accessible?
- ☐ ☐ _____ Does the employer provide adequate comprehensive training to all employees regarding exposure to hazardous materials?

Name of Person Completing Checklist _____

Date _____

Division/Section/Facility Location _____

Date of Next Self Inspection _____

Comments _____

Remember to Practice Safety. Don't learn it by accident.

This checklist was developed with information from the Montana Department of Labor, the Occupational Health and Safety Administration, and the Texas Department of Insurance Division of Workers' Compensation.

For more information and health and safety publications for Health Care Providers, visit our website at www.tdi.state.tx.us.

The Texas Department of Insurance,
Division of Workers' Compensation (TDI/DWC)
E-mail resourcecenter@tdi.state.tx.us
or call 1-800-687-7080 for more information.

Safety Violations Hotline
1-800-452-9595
safetyhotline@tdi.state.tx.us