## Health and Safety Office Checklist

	Written	Policies in place	Fire exit/plan in place
	0	Are all policies present	o Are all staff aware of meeting
	0	Policies reviewed annually or	location?
		sooner, dates present	Floor plan
	0	Signatures of staff whom have been	o Visible/Posted
		trained on each policy	Ergonomics
	0	Immunization Policy	o Available
		<ul> <li>Does the office have each</li> </ul>	Propper PPE
		employee record on file?	o Available
	0	Information Privacy policy	o Being used correctly
		<ul><li>Signed and in every</li></ul>	Risk assessments completed
		client's chart	o Harassment
	Logs		o Violence
	0	All the required logs in place	o Ergonomics
		<ul><li>Sterilization</li></ul>	o Infectious disease transmission
		<ul><li>Maintenance</li></ul>	o Needle stick injuries
		<ul><li>Equipment Servicing</li></ul>	o Radiation
		<ul><li>Radiographs</li></ul>	o Workplace injury's
		<ul><li>House keeping</li></ul>	Monthly walk through review
		<ul><li>Training</li></ul>	Hazard assessment
		<ul><li>Injury minor/major/client</li></ul>	Building accessibility
		<ul><li>Medication stock</li></ul>	WHMIS
		<ul><li>Medication dispensed</li></ul>	o Labeled products
		<ul><li>Sedation</li></ul>	o Proper storage
	0	Are they filled out accurately and	Occupational Health and Safety assessment
		are complete?	Disposal of waste
	0	Proper storage of old records	o Batteries
	Training		o Mercury
	0	Staff knowledge	o Lead
	0	Is all staff trained	o Silver
	0	What type of competency tests	o Bio- medical
		have been conducted	o Sharps
	0	How often is training completed	Notes:
	Emerger	ncy response plan	
	0	Complete	
	0	Easy to navigate	
	0	Staff fully trained and prepared	
	0	Employee First Aid/CPR trained	
	0	Emergency medications / O2	
	e	present	
	Fire exti	nguishers	
	0	Available	
	0	Located throughout the office	
		where required.	
	0	Inspected monthly	
		h station	
	0	Available	
	0	Temperature controlled	