## Health and Safety Office Checklist



Written Policies in place
○
○
Policies reviewed annually or sooner, dates present

- Signatures of staff whom have been trained on each policy
- Immunization Policy
- Does the office have each employee record on file?
- Information Privacy policy
- Signed and in every
client's chart
$\square$ Logs
- All the required logs in place
- Sterilization
- Maintenance
- Equipment Servicing
- Radiographs
- House keeping
- Training
- Injury minor/major/client
- Medication stock
- Medication dispensed
- Sedation
- Are they filled out accurately and are complete?
- Proper storage of old records
$\square \quad$ Training
- Staff knowledge
- Is all staff trained
- What type of competency tests have been conducted
- How often is training completed
$\square \quad$ Emergency response plan
- Complete
- Easy to navigate
- Staff fully trained and prepared
- Employee First Aid/CPR trained
- Emergency medications / O2 present
$\square$ Fire extinguishers
- Available
- Located throughout the office where required.
- Inspected monthly
$\square \quad$ Eye wash station
- Available
- Temperature controlled
- 10 seconds away from all chemicals
$\square \quad$ Fire exit/plan in place
- Are all staff aware of meeting location?
$\square$ Floor plan
- Visible/Posted
$\square$ Ergonomics
- Available
$\square \quad$ Propper PPE
- Available
- Being used correctly
$\square \quad$ Risk assessments completed
- Harassment
- Violence
- Ergonomics
- Infectious disease transmission
- Needle stick injuries
- Radiation
- Workplace injury's

Monthly walk through review
Hazard assessment
Building accessibility
$\square$ WHMIS

- Labeled products
- Proper storage
$\square$ Occupational Health and Safety assessment
$\square$ Disposal of waste
- Batteries
- Mercury
- Lead
- Silver
- Bio-medical
- Sharps
$\square$ Notes: $\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

