

ATTACHMENT 3

Outpatient Clinic Safety Checklist

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| FIRE | |
| 1. | Are the exit lights working? |
| 2. | Are the exits and hallways free of obstructions? |
| 3. | Do personnel know the location of fire extinguishers? |
| 4. | Are all fire extinguishers labeled to indicate class of fire on which to be used? |
| 5. | Do all phones have stickers with fire numbers and building location posted? |
| 6. | Are personnel on duty familiar with how to report a fire and exit procedures? |
| HALLWAYS & WAITING AREAS | |
| 1. | Are all areas free of toxic plants? |
| 2. | Are hallways free of obstructions? |
| 3. | Are children under the supervision of a responsible adult? |
| MEDICATIONS & HAZARDOUS MATERIAL | |
| 1. | Are medications locked when not in use? |
| 2. | Are medications checked periodically for expiration dates? |
| 3. | Are syringes and needles kept locked? |
| 4. | Are syringes and needles disposed of according to OSHA regulations? |
| 5. | Are disinfectants and drugs for external use stored separately from internal and injectable medications? |
| 6. | Are all open multi-dose vials dated and initialed? |
| 7. | Are all open multi-dose vials within their expiration dates? |
| 8. | Are all opened bottles dated and initialed? |
| 9. | Do biological refrigerators contain thermometers? |
| 10. | Are all drugs in the cabinets and refrigerators within their expiration limits? |
| ENVIRONMENT | |
| 1. | Is carpeting intact? |
| 2. | Are floors free of spills and obstructions? |
| 3. | Are all children properly attended? |
| 4. | Is there adequate lighting in patient areas? |
| 5. | Is all furniture in good repair? |
| 6. | Is all electrical equipment grounded and in good repair? |
| 7. | Do all trash cans located in exam rooms, treatment rooms, and bathrooms have protective covers? |
| 8. | Are trash receptacles being emptied daily? |
| 9. | Do all electrical outlets vulnerable to children contain safety plugs? |
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