

Environment of Care Off-Site Survey Tool 4-2019

Area:

Date:

Manager:

Upper Management:

#	Question	M	NM	NA	#	Question	M	NM	NA
1	No weapons sign and no smoking sign in front of facility/clinic.				16	Employees wear their photo ID badges between their shoulders and waist.			
2	Staff can locate their RED Book.				17	There are no trip or slip hazards.			
3	All EOC items* present in RED Book.				18	Sharps containers are secured by wall mount (ideally 52"-56") or in a tilt proof stabilizer and under ¾ full.			
4	Weather alert device must be in a location where it can be heard.				19	Are biohazard stickers present where required? Includes transport containers.			
5	Blue bins have appropriate contents, documentation sheet, poster present and proper pick up documents available.				20	Medications are secured.			
6	Certificates of Destruction for RMW current within one month. Required Stericycle/NC DOT training completed.				21	Emergency Response Guides are posted.			
7	Staff know how to report a security emergency.				22	Escutcheon plates must be present on sprinkler heads.			
8	Staff can explain protocol when pulmonary TB is first suspected in a patient?				23	Corridors have unblocked egress. Exit doors are clear.			
9	Staff can articulate how to unlock bathroom door in under 2 minutes by key or break-away door.				24	Items are 18"-20" from sprinkler head or 24" from the ceiling in non-sprinklered areas.			
10	Staff know how to report a safety concern. (SRS or OESO email).				25	Fire extinguishers and pull stations are not blocked. Document what/where.			
11	Staff know how to report a Blood or Body Fluid Exposure.				26	Fire extinguishers must be 4" off the floor and the top not more than 5' above the floor.			
12	Staff can articulate RACE and PASS.				27	All supplies are at least 12 inches from a sink or outside the splashguard.			
13	Staff know how to access SDS and understand how to use them.				28	Housekeeping closets have current SDS forms. EPA-registered, DUHS-approved disinfectant for blood spills is present.			
14	Staff can articulate weight limits of equipment and furniture.				29	Secondary chemical containers have labels with product name and hazards (e.g., housekeeping chemicals).			
15	Staff can locate the nearest fire extinguisher and/or pull station.				30	Food and drinks are not found around chemicals, blood, or body fluids.			

#	Question	M	NM	NA	*EOC Items in Your RED Book
31	All clinical equipment have current and readable PM stickers.				<ul style="list-style-type: none"> • Table of Contents • Scope of Care • HVA (Hazard Vulnerability Analysis) • Utilities Contact List • Fire Safety <ul style="list-style-type: none"> a. Fire Response Plan with Emergency Assembly Point b. Current annual drill report • Disruption of Service <ul style="list-style-type: none"> a. Policy b. Downtime Policy <ul style="list-style-type: none"> i. Current annual drill report • Code Blue <ul style="list-style-type: none"> a. Current annual drill report for every age group covered in your Scope of Care • Security <ul style="list-style-type: none"> a. Site Specific information/Internal Security code b. Current annual drill report (Code Gray + Code Pink for clinics that see children under 12) • Severe Weather (Tornado) <ul style="list-style-type: none"> a. Plan b. Current annual drill report • Current chemical inventory • Current medical equipment inventory from Clinical Engineering. • Panic alarms and call bells checked monthly/documented <p>Areas for investigation:</p> <ul style="list-style-type: none"> • Exam rooms • Storage • Bathrooms • Housekeeping Closets • Med Prep Area • Soiled Utility • Lab, if present
32	Are bathroom call pull cords the proper length - 6 to 8 inches from floor, not tied to or looped around grab bars and not dragging the floor? Call bells are functional.				
33	Are oxygen cylinders secured properly? Empty and full containers physically separated? Open/ Used cylinders not stored with full?				
34	At least 1 full oxygen tank is labeled "Emergency Use Only".				
35	An oxygen sensor is needed for large volumes of cryogen unless exempted by OHS.				
36	Nothing is on the floor of clean supply rooms or equipment rooms. Supply shelves have an impervious bottom shelf.				
37	There is 36" clearance in all planes in front of electrical panels. Includes LIM panels.				
38	Electrical panels in public access areas are closed & locked.				
39	Is PPE available at the point of use? Includes face protection for handling HLD.				
40	Eyewash maintenance is performed weekly, annually and documented.				
41	Eyewash access is not blocked, height is correct for average person, and adequate head space is present. Asset tags are present if clinic receives E&O service.				
42	HLD: Neutralizers are present for <u>aldehyde-based</u> disinfectants [e.g., glutaraldehyde (Cidex, Rapicide), and OPA (Cidex OPA, Rapicide OPA)]. Neutralizers are Formago (NeutraleX) for spills, and "HydeOut" for Cidex OPA - used before disposal.				
43	Clinic clean, electrical cords tied up. Exam/ procedure tables clean and in good repair. No fans/heaters.				
44	Other				
<p>Note: Red items indicate immediate escalated enforcement, as do issues of non-compliance repeated on two successive audits.</p>					