

Health & Safety and Infection Prevention & Control Inspection Checklist

Location of Inspection: _____

Inspector (s): _____

Date of Inspection: _____

General office	Yes	No	N/A	Comments
Are all walking and working surfaces free from hazards?				
Are all desk and file doors kept closed unless in use?				
Is the lighting sufficient for the task being done?				
Are employees following written safe work policies?				
Are only office chairs with five casters being used?				
Are proper lifting techniques used while moving, lifting, or purging files?				
Are exits properly marked?				
Is general housekeeping adequate? Office area weekly, clinic/exam rooms daily				
Are machines in good working order? (i.e. photocopiers, fax machines)				
Is the OH&S Board accessible and does it have all required documents posted on it?				
Are employees aware of the location of WHMIS and OH&S and IPAC manuals?				

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General office	Yes	No	N/A	Comments
Are fire extinguishers in place, charged and inspected?				
Are all chemicals handled, stored and labeled properly?				
Are employee workstations set up with sound ergonomic principals?				
Are employee(s) in awkward postures i.e. hand, wrists, back, neck while working?				
Are there proper infection control signs posted at the entrance of the office?				
Are there proper infection control signs posted at the reception desk?				
Are there alcohol-based hand rubs at reception with signage for use?				
Are tissue boxes available?				
Are waste receptacles available?				
Is there a patient segregation area?				
Are children's toys properly cleaned?				
Are patient masks available and appropriately used?				
Are staff fluid resistant masks available and appropriately used?				

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General office	Yes	No	N/A	Comments
Are staff gloves available and appropriately used?				
Can reception staff maintain a 1 metre distance from patients?				
Has telephone screening tool been provided and is it being appropriately used?				
Is someone in the office trained in First Aid and CPR?				Identify who:
Clinical Practices	Yes	No	N/A	Comments
Are sharps containers overfilled (past three quarters full)?				
Are sharps properly disposed of?				
Are gas cylinders stored properly?				
Are employees following infection prevention and control policies?				
Is medical equipment in good working condition?				
Are PPE's being worn, i.e. gloves, eye protection (when necessary)?				
Is the organization of the various rooms and cupboards acceptable?				
Are employee(s) in awkward postures i.e. hand, wrists, back, and neck while at work?				
Is the examination table adjusted to proper working height?				

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Clinical Practices	Yes	No	N/A	Comments
Are there hand washing sinks with soap available in all rooms?				
Do the exam rooms only have essential supplies?				
Are there supplies stored under the hand washing sinks?				
Does the exam room air exchange meets or exceeds six internal and two outside air exchanges per hour?				
Do written policies exist for decontaminating exam rooms between patients and at the end of the day?				
Have policies for cleaning the office setting have been provided by the cleaning contractor?				
Are approved and appropriate disinfectant products available for patient surfaces, equipment and instruments?				
Are manufacturer's instructions followed when disinfecting medical equipment?				

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Cleaning Disinfection and Sterilization				
General	Yes	No	N/A	Comments
There are current written policies and procedures on all steps of reprocessing readily available for staff.				
There is written information from the manufacturer on the safe and appropriate reprocessing of this medical equipment, included in the written procedures.				
There is a designated reprocessing area that is separate from patient care areas.				
Hand hygiene stations for staff are readily available in the reprocessing area. (Either hand washing sinks or alcohol dispensers)				
Personal Protective Equipment (PPE) is worn by staff when reprocessing. (Eye protection or face shields, masks, gowns, gloves.)				
There is a designated staff member responsible for reprocessing.				
There is documented training process for staff performing reprocessing.				
All <i>critical</i> medical equipment is <u>sterilized</u> between each patient use.				
All <i>semi-critical</i> medical equipment receives a <u>minimum</u> of high level disinfection between each patient use.				

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Cleaning	Yes	No	N/A	Comments
Cleaning with detergent or enzymatic solutions and clean water always precedes subsequent high-level disinfection or sterilization processes. (Name the cleaner(s) used in comment section)				Cleaner(s):
Detergent or enzymatic cleaning solutions are discarded after each use.				
Manual cleaning using friction is performed using cleaning accessories (brushes or sponges).				
Cleaning accessories are disposable or are thoroughly cleaned and are high level disinfected or sterilized between uses.				
If ultrasonic washers are used, equipment is thoroughly rinsed with clean water prior to additional reprocessing steps.				
Automatic washers are used in accordance with the manufacturer's written instructions.				
There is documented preventative maintenance of the automatic washer as specified by the manufacturer.				
Cleaning protocol/procedures include the following steps prior to high level disinfection or sterilization:				
• Disassembly (as required by manufacturer)				
• Sorting and soaking				
• Physical removal of soil				

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Cleaning	Yes	No	N/A	Comments
• Rinsing				
• Drying				
• Physical Inspection				
• Wrapping (required for sterilization)				
High Level disinfection (HLD)	Yes	No	N/A	Comments
The HLD product used has a Drug Identification Number (DIN) from Health Canada. (List the DIN and current lot expiry date in comment section)				
HLDs are prepared and used correctly to achieve the manufacturer's recommended dilution and duration of immersion required to attain HLD.				
When preparing HLD solutions, sources of extrinsic contamination (contaminated containers/preparation areas) are prevented.				
HLD concentration is checked daily when in use, with an appropriate chemical test strip; and is discarded/changed if the concentration is less than the minimum effective concentration. (MEC)				
There is a log kept of concentration check results.				
There is a log kept of dates when HLD is changed.				
Test strips are not used past the expiry date listed on the container. (List expiry date of current lot in comment section)				

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High Level disinfection (HLD)	Yes	No	N/A	Comments
A log is kept of the quality control procedure on test strips.				
Rinsing of medical equipment following HLD is performed with three separate rinses with sterile water and the water is changed after each use.				
All reprocessed equipment is stored in a manner to keep them clean and dry.				
Sterilization	Yes	No	N/A	Comments
All sterilization procedures follow the manufacturer's instructions for installation, operation and preventative maintenance of sterilization equipment.				
A log is kept of preventative maintenance performed on sterilization equipment.				
Critical equipment to be sterilized is wrapped and secured in materials that allow sterilant penetration, are appropriate to the sterilization method and provide a barrier to contamination.				
Each load is monitored with mechanical indicators. (time, temperature, pressure)				
Each load is monitored with chemical indicators. (internal and/or external)				
A chemical indicator is used on the outside of each wrapped package.				
A chemical indicator is placed inside each wrapped package (recommended).				
If mechanical or chemical indicators suggest inadequate processing, the items are not used.				

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Sterilization	Yes	No	N/A	Comments
Sterilizers are monitored with the appropriate biological indicator each day the sterilizer is used.				
If biological monitor is positive, all loads are recalled and the equipment is not used.				
A log is kept of biological monitoring results.				
A log is kept of all maintenance and interventions associated with a positive biological monitor.				
There is a process in place that clearly identifies a non-reprocessed piece of equipment from one that has been reprocessed to prevent use of contaminated piece of equipment on patient.				
The sterile storage area is well-ventilated and protected from dust, moisture, vermin, and temperature (to avoid excessive humidity) extremes.				
Semi-critical equipment sterilized unwrapped is stored in a clean, dry area until use. (e.g. specula)				

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References:

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