

University of Kentucky Hospital Departmental Safety Compliance Checklist		Department:		
Category	Standard	Month 1	Month 2	Month 3
Hazardous Materials	Hazard Communication Manual is has complete and up-to-date chemical inventory and MSDS.			
	Chemicals are labeled with Hospital-approved NFPA Hazard Communication labels.			
	Hazardous waste is labeled and capped/closed.			
	No cylinders stored in corridor.			
	No more than 10 cylinders are stored in within one smoke compartment. * Area may have additional cylinders if all are stored in a rated room.			
	All medical gas cylinders are restrained.			
	Fume/biological hoods have been inspected according to established schedules.			
	Waste is segregated according to established standards.			
	Needle boxes are not overfilled.			
	Appropriate PPE is available and used by staff.			
	Bloodborne pathogen exposure packets are accessible to all staff.			
	Refrigerators/ice chests are appropriately labeled and contents are segregated.			
	Ceiling tiles are free of stains.			
	Medications/sharps (including used) are secured and inaccessible.			
	Life Safety	Fire extinguishers are inspected monthly and inspections are documented on tag.		
Fire extinguisher cabinets are accessible/not obstructed.				
Fire/stairwell doors close completely and have positive latching.				
Corridor doors have positive latching.				
Smoke doors close completely and meet standards set for vertical/horizontal gaps.				
No doors are propped open.				
Sprinkler heads have 18" of clearance.				
Exit signs are lighted and visible.				
Exit corridors are free of obstructions.				
Exit maps are posted in public waiting areas and elevator lobbies and are accurate.				
Emergency Preparedness	Linen/trash chute doors close and latch			
	No heat-producing devices, other than microwaves and coffeepots, in area.			
Utilities	Storage areas have self-closing and latching doors.			
	Disaster box is stocked and accessible.			
Security	Electrical panels have 36" of clearance in front.			
	Security systems are functioning appropriately.			
	All employees are wearing Medical Center ID badges.			
Equipment	Employees' personal belongings are secure.			
	Medical equipment has been inspected according to established schedule.			
Maintenance	Electrical extension devices are appropriate to function.			
	Hand rails and grab bars are secure.			
	Junction box and outlet covers are in place and in tact.			
Housekeeping	Grease-producing devices are properly inspected and maintained			
	Soap, towel, and hand gel dispensers are stocked.			
	Hallways are clean and free of debris.			
	Surfaces are free of dust/dirt and undamaged.			
	Equipment and supplies are stored in approved storage areas. Storage areas are neat and clean.			
Inspection Completed By:	No evidence of smoking.			
	Trash cans are not overflowing.			
Comments:		Date	Date	Date