

AUDIT CHECKLIST FOR ANIMAL HEALTHCARE FACILITIES

Y | N TRAINING

- Are employees provided training on all applicable OSHA regulations?
- Are new employees provided training before performing duties?
- Are training records kept for a minimum of 3 years?
- Are all safety practices and procedures updated annually?
- Have employees using radiographic equipment been properly trained?
- Have you appointed someone in the hospital to be in charge of OSHA compliance?

HAZARD COMMUNICATION

- Is a written hazard communication program customized, reviewed and updated annually?
- Are SDS sheets on file?
- Has a chemical inventory list containing all hazardous materials been created?
- Are all hazardous products labeled properly?
- Do all employees understand emergency spill procedures?
- Is there a spill kit available?
- Do all employees know how to use the eyewash station?
- Is the eyewash station labeled and functioning properly?

ZOONOTIC DISEASE PREVENTION

- Are waste containers in treatment areas labeled with the biohazard label?
- Does a written exposure control plan exist and is it accessible to all employees?
- Is the plan reviewed and updated at least annually?
- Is handwashing performed before and after treating patients?

CYTOTOXIC DRUGS/CHEMOTHERAPY

- Is a biological safety cabinet (BSC) used for drug preparation?
- Is proper PPE available including, double chemo gloves, disposable chemo gown and safety eyewear?
- Is a chemo spill kit available?
- Do only authorized/trained staff treat chemo patients?
- Are patients isolated and a special cage card used?
- Are excretions from cytotoxic drug patients disposed of properly?
- Is chemo waste disposed of using yellow colored chemo specific containers and picked up by an approved hauler?

GENERAL HOUSEKEEPING, STORAGE, WALKING SURFACES, MEANS OF EGRESS

- Are all areas of the office clean, uncluttered, and sanitary?
- Are all passageways and aisles free from obstruction?
- Are lighted or glow in the dark exit signs in place?
- Are there at least 2 means of egress (exits)?
- Are employees' food and beverages kept in a designated refrigerator, separate from clinical supplies?
- Does the office have proper ventilation and air quality control (HVAC fan on during working hours, filters changed regularly)?
- Are electrical and medical gas closets free from any stored items?

ELECTRICAL

- Are all the electrical devices properly grounded (3 prong plug)?
- Are all electrical outlets that are near water (e.g. bathrooms, kitchens) on a Ground Fault Interrupter (GFI) circuit?
- Have you checked that extension cords are not in use?
- Are all cords and plugs free of visible wear?

COMPRESSED GASES

- Are the gas cylinders properly secured to prevent tipping?
- Are gas cylinders properly labeled?
- Are employees trained on compressed gas safety?

MEDICAL EMERGENCIES, SAFETY & FIRST AID

- Do all staff members know the proper post exposure procedures?
- Is there an accident report file established and maintained?
- Are monthly inspections of the facility being conducted, including the first aid kit and fire extinguisher?
- Is there an eyewash station within 25 feet or 10 seconds of hazardous chemicals?
- Is the eyewash station being inspected and tested weekly?
- Is a fire extinguisher available?
- Have employees been trained on proper use of the fire extinguisher?
- Do stairs have a handrail with adequate headroom and lighting?

EMPLOYEE FILES / RECORD KEEPING

- Do employee files contain medical reports of workplace accidents and injuries?
- If vaccination is required, has a copy been placed in the employee medical record?
- If an accident occurred in the workplace, has OSHA form 301 been completed and a copy placed in the employee record?
- If an accident occurred and form 301 was filled out, was this information transferred to OSHA form 300?

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Is proper personal protective equipment provided and maintained by the employer?
- Are employees trained to put on and remove PPE?
- Do employees understand the limitations of PPE?
- Is protective eyewear worn during all procedures and when handling chemicals?

PERSONAL PROTECTIVE EQUIPMENT (PPE) cont.

- Are long sleeve lab coats and/or gowns worn and changed when visibly soiled and at the end of the day?
- Are nitrile or synthetic gloves provided to those who have sensitivity to latex?
- If lasers are used, is laser protective eyewear worn?

POSTERS, FORMS AND SIGNS PROPERLY DISPLAYED

- Is the Federal Minimum Wage poster displayed?
- Is the OSHA 3165 poster displayed?
- Is the OSHA form 300A available?
- Is the Equal Opportunity Employer poster displayed?
- Is the Family Medical Leave Act poster displayed (50 or more employees)?
- Is the Employee Polygraph Protection Act poster displayed?
- Is the Uniformed Service Employment and Reemployment Rights Act poster displayed?
- Are state specific posters displayed where required?
- Is there an emergency evacuation plan in place?
- Is a housekeeping schedule posted?
- If lasers are used, is a warning sign posted?
- If X-Rays are used, is a warning sign posted?

LAUNDRY

- Is protective clothing soiled by a human disease causing pathogens, placed in a bag labeled with the biohazard symbol and either laundered in-house or by a professional service?

SHARPS

- Is there a sharps log available for documenting exposure incidents?
- Are sharps containers readily accessible in the area of use?
- Are filled containers transported by a licensed regulated biohazardous waste hauler?
- Are filled sharps containers picked up at the time interval mandated by your state?
- Are employees using a single-handed needle recapping technique or are engineering controls (mechanical devices) being used to assist them in recapping?
- Are scalpel blade removers or disposable one piece scalpel blade/handles being used?

NON-SHARP REGULATED WASTE

Are carcasses, body parts, bedding, and related waste from infected animals or animals that were in isolation disposed of according to state regulations?

MONITORING

Are exposed employees wearing radiation dosimeters?

If the office is using ethylene oxide, formaldehyde/formalin or halogenated anesthetic gases, is air monitoring being conducted as required?