

### Department Checklists – Environment of Care

- As we maintain readiness for inspections, the following checklists may help you to meet JC/DOH standards.
- Please begin now and keep an ongoing effort to maintain your department standards.
- You will want to maintain a schedule. Some standards require more frequent checks e.g. – medications/refrigerators/fire safety etc. Assigning tasks to shifts, individuals etc. will help everyone.

**Department Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

#### Environmental/Patient Safety

TOPIC	Meets Standard	Actions Needed
<b>Equipment:</b>		
No electrical equipment plugged into red corridor outlets, e.g. Equipment that has battery chargers.		
Clinical equipment is clean (e.g. equipment that housekeeping does not touch, equipment in patient rooms).		
Service carts are not stored so that they block corridor. Chemicals on carts must be secured when not in use, not left unattended.		
Emergency equipment is available, e.g. flashlights and other department specific items.		
Storage of materials must be at least 4" off the floor or the shelf that the storage material is on should be sealed to the floor (intent is to be able to clean under material and prevent water damage). <b>BOTTOM SHELF OF ALL STORAGE CABINETS MUST BE SOLID.</b>		
Patient care electrical equipment has a current PM sticker.		
No extension cords being used (creates electrical safety hazard and possible trip hazard). If used, must be in accordance with Engineering approval (hospital grade cord and plugs).		
Check bedside units and stretchers for "blood" stains.		
Utility room doors closed (especially dirty).		
Linen and garbage chutes closed and latched.		
Clinical alarms functional.		
Sharps containers less than ½ full.		
Facility approved hand lotion only.		
Linen stored in carts that are covered.		

**Environmental/Patient Safety**

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TOPIC	Meets Standard	Actions Needed
Visible Y's of IV poles and pumps in clean utility areas or patient unit setups.		
Sinks: <ul style="list-style-type: none"> <li>• No supplies (absorbable) under sink or within 18" of the faucet.</li> <li>• No leaks</li> </ul>		
No caustic substance above eye level		
Limit patient access to cleaning supplies (lock or in core rooms)		
No supplies stacked closer than 18 inches to the ceiling.		
Computers ~ Laptops used for patient documentation <ul style="list-style-type: none"> <li>• Keyboard covers 'skins'</li> <li>• Aseptic-wipes on cart</li> </ul>		
<b><i>Food/Refrigerators</i></b>		
No food or drink in nurse's stations		
Patient food and staff food kept in separate "Food Only" refrigerators. Need proper labels.		
Kitchen: <ul style="list-style-type: none"> <li>• Clean refrigerator</li> <li>• Clean microwave</li> <li>• Covered juices (and dated – juices expire after three days)</li> <li>• No open cartons</li> <li>• No staff food</li> <li>• No meds or respiratory supplies</li> <li>• Thermometer <ul style="list-style-type: none"> <li>- Check temperatures</li> <li>- Not broken</li> <li>- Within limits documented/maintenance follow-up for temps outside norm</li> </ul> </li> <li>• Clean ice machine (no grit) (who cleans? recorded?)</li> <li>• Clean toaster</li> <li>• Patient foods dated – throw away per procedure</li> </ul>		

**Environmental Of Care Safety**

TOPIC	Meets Standard	Actions Needed
<b><i>Fire Safety</i></b>		
All exit signs are illuminated (if a bulb is out, notify Engineering). Be sure signs are not blocked by anything.		
No wedges or anything else to prop doors open, i.e. wooden wedges, bags, wastebaskets, etc.		
Fire and smoke doors (located in corridors/stairwells) close freely. No stretchers or furniture in front of doors held open by magnetic holding devices.		
Ceiling tiles are all in place. (Notify Engineering if one is found to be missing). If ceiling tiles are noticeably stained or have holes, contact Engineering.		
Proper type of fire extinguishers are available, i.e. CO2/ABC for kitchens, water for paper and wood, and dry chemical (ABC) extinguishers for all types of fire.		
The following are not blocked: <ul style="list-style-type: none"> <li>• Fire alarm pull stations</li> <li>• Extinguisher cabinets</li> <li>• Electrical panels located on corridor walls</li> <li>• Medical gas zone shut off valves – (O2, medical air, suction valves) – are the valves labeled correctly?</li> <li>• Glass vision panels in doors.</li> </ul>		
18” clearance from a sprinkler head to stored materials. Nothing hanging from sprinkler head.		
No smoking signs up outside rooms with O2		
Bathrooms (employee/public) free of potentially hazardous chemicals or items stored on the floor.		
<b><i>MSDS and Patient Employee Safety</i></b>		
Personal protective equipment is used when needed (i.e. gloves, masks, gowns, etc). Does staff know where the PPE is located? (Ask at least 2 staff members during rounds).		
All containers, e.g. spray bottles, secondary containers, are properly labeled. (See Housekeeping for labels if you need them).		

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TOPIC	Meets Standard	Actions Needed
Material on Bulletin Board includes: <ul style="list-style-type: none"> <li>• Emergency Management Flow Chart and Bioterrorism Information</li> <li>• Employee Incident Report Forms, Needle stick Folder, Safety Notices</li> </ul>		
Staff wash hands or use hand gel between patients (observe at least 2 people).		
Policy manuals readily available as needed, including: <ul style="list-style-type: none"> <li>• Infection Control</li> <li>• Safety Manual</li> </ul>		
Shower rooms free of patient specific items, i.e. lotions, soaps, etc.		
Patient Room: <ul style="list-style-type: none"> <li>• Brakes on beds, no dust on bed frame</li> <li>• Bathroom lock can be opened from outside—demo</li> <li>• Call bell functional in each room and accessible to the patient</li> </ul>		