

# Environment of Care/Infection Control Inspection Checklist

Provider Inspected:

Provider Address:

Date of Inspection:

N					Y	N/A	COMMENTS
1	2	3	4	5			

## Employer Posting

1	Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?							
2	Are emergency telephone numbers posted where they can be readily found in case of emergency?							
3	Are signs concerning <b>exiting from buildings, room capacities, floor loading, biohazards, exposures to x-ray, microwave</b> , or other harmful radiation or substances posted where appropriate?							
4	Is the Summary of Occupational Illnesses and Injuries (OSHA Form 300A) posted in the month of February through April?							
5	Are hand washing signs posted in appropriate areas?							
<b>Total Points Possible</b> 25								<b>Total Points Earned</b>

## Walking Surfaces

1	Are aisles established and kept clear? (minimum of 36")							
2	Are walking surfaces free of tripping hazards? (carpets, rugs, mats, or other objects)							
3	Are floors even? (no holes or cracks)							
4	Are floors kept as dry as practical?							
5	Are entrance mats available for wet weather? [recommendation]							
6	Are outside walkways and stairs in good repair?							
<b>Total Points Possible</b> 30								<b>Total Points Earned</b>

## Electrical Hazards

1	Are extension cords prohibited as permanent wiring, from being plugged into another extension cord or power strip, and are unplugged from wall when not in use?							
2	When used, are all power cords a 3-wire type and in good condition - no splices or broken insulation allowed?							
3	If used, are multi-outlet power strips UL listed and have circuit breakers?							
4	Are all wall outlet and junction box covers in place?							
5	Are electric circuit panels kept clear? (at least 36" open area)							

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		N				Y		N/A		COMMENTS
		1	2	3	4	5				
6	Are wires or extension cords prohibited from running under carpets or rugs, through doorways, or placed in other traffic areas?									
7	Are multiple plug adaptors prohibited as to prevent electrical circuit overloading?									
8	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?									
<b>Total Points Possible</b> 40									<b>Total Points Earned</b>	

### Stairways, Ramps, Corridors, Storage Areas

1	Is lighting adequate? (including emergency lighting)									
2	Do ramps have not-slip surfaces?									
3	Is stair treading in good condition?									
4	Are stairways kept clear and not used for storage?									
5	Are handrails in good condition?									
6	Are guardrails installed? (where needed)									
7	Are corridors kept clear of equipment and supplies?									
8	Are appropriate ladders provided for high storage area access?									
<b>Total Points Possible</b> 40									<b>Total Points Earned</b>	

### Portable Fire Extinguishers

1	Are portable fire extinguishers provided in adequate number and type?									
2	Are fire extinguishers unobstructed?									
3	Are all portable fire extinguishers approved? [29 CFR 1910.157(c)(2)]									
4	Are portable fire extinguishers mounted, located, and identified so that they are readily accessible? [29 CFR 1910.157(c)(4)]									
5	Are portable fire extinguishers fully charged, operable, and kept in their designated places at all times? [29 CFR 1910.157(c)(4)]									
6	If fire extinguishers are enclosed in cabinets, is access to the cabinet unobstructed and is the cabinet clearly visible?									
7	When employees are expected to use fire extinguishers, have they been trained in the general principles of fire extinguisher use and the hazards involved with <b>incipient stage fire</b> fighting? [29 CFR									
8	Are portable fire extinguishers inspected monthly? [29 CFR 1910.157(e)(2)]									
9	Are portable fire extinguishers subjected to an annual maintenance check?									

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N		Y		N/A	
1	2	3	4	5	

						COMMENTS
10	Does each extinguisher have a tag or label securely attached that indicates the month and year the inspection, maintenance, whether recharging was performed and identifies the person performing the					
11	Are records of the annual maintenance check kept and retained for a least a year?					
<b>Total Points Possible</b> 55						<b>Total Points Earned</b>

### Fire Prevention & Emergency Exits

1	Are fire doors/smoke barrier prohibited from being blocked open? <b>Note:</b> Exit doors must not be locked, barred, or blocked in such a way as to prevent exit from the building.								
2	Are the fire alarm system and fire suppression system, stand pipe and valves certified, maintained, and tested at least annually by a qualified sprinkler technician?								
3	Are exits unobstructed and kept unlocked during normal business hours or special events? [29 CFR 1910.36(b)(4)]								
4	Are exits properly marked, exit signs illuminated, and chevrons pointing in the right direction?								
5	Are exit facilities inspected daily to make sure that all stairways, doors, and other exits are in proper working condition?								
6	Is the furnace area free of combustibles?								
7	Are flammable/combustible liquids stored properly? (metal cabinets)								
8	Are electric space heaters UL listed with working temperature controls and tip switches?								
9	There are no holes through wall or ceilings that would contribute to the spread of fire from one room to another, and ceiling tiles are in place?								
10	Is the vertical clearance between sprinklers and material below (such as head deflectors) at least 18 inches? [29 CFR 1910.159(c)(10)]								
11	Are occupancy limits observed?								
12	Does every building or area have two exits if one exit could be blocked because of a fire, smoke, or other emergency?								
13	Do exit doors swing in the directions of travel when an area is occupied by more than 50 people or where hazardous operations are conducted? [29 CFR 1910.37(f)(2)]								
14	Are all area exit doors and paths of exit of at least 28 inches or more in width? [29 CFR 1910.37(f)(6)] <b>Note:</b> Examples of violations include a stack of wood restricting the exit to 14 inches, a space of only 17 inches between the desk and the wall, and a space of only 14 inches between desks.								
15	Is every exit clearly visible and the route to it conspicuously indicated so everyone readily knows the directions of escape from any point? [29 CFR 1910.36(b)(5) and 29 CFR 1910.37(f)(4) and (l)(1)]								

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	<b>Note:</b> Draperies or similar decorative hangings must not obstruct the view of, nor access through, any element of a means of egress or escape. Mirrors shall not be placed in or adjacent to a means of egress in any manner that may confuse the direction of egress. Exit doors must not be decorated in any way that would obscure or confuse the purpose of the door.								
16	In areas equipped for artificial illumination, do all exit paths have adequate and reliable illumination? [29 CFR 1910.36(b)(6)]								
17	Are exits prohibited through bathrooms or other room subject to locking?								
18	Are doors, passageways or stairways that are neither exits nor a way to an exit, and which can be mistaken for an exit, marked with a sign reading "Not An Exit" or similar designation? [29 CFR 1910.36(b)(5)]								
19	Are exits clearly visible, distinctive in color, and easily distinguished from decorations, interior finish, and other signs? [29 CFR 1910.37(q)(3)]								
20	Is every sign illuminated by a reliable light source? [29 CFR 1910.37(q)(6)]								
21	Does every exit sign have the word "Exit" in plainly legible letters not less than 6 inches high, with the principle strokes of letters not less than three-fourth-inch wide? [29 CFR 1910.37(q)(8)]								
22	Are fire drills conducted at least once a quarter per shift?								
23	Has an approved fire safety plan been distributed to all building occupants?								
24	Does the approved fire safety plan include (a) the location of the nearest exits and fire alarms, (b) the procedures to be followed when a smoke or fire alarm sounds, and ( c) the procedures to be followed in								
25	Is the emergency (fire) evacuation plan conspicuously posted on every floor for the occupants' use?								
26	Is the evacuation plan maintained to reflect changes in the use and arrangement of the building?								
27	Are the written emergency and fire prevention plans made available to building occupants for review? [29 CFR 1910.38(a)(5)iii] and (b)(4)(ii)]								
28	Has training been provided to designated employees to help with the safe and orderly emergency evacuation of all building occupants? [29								
29	Is the Street Address clearly posted/visible from the street?								
<b>Total Points Possible</b> 145								<b>Total Points Earned</b>	

**Bloodborne Pathogens**

1	Has a written <b>exposure control plan</b> been developed? [29 CFR							
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		N				Y	N/A	COMMENTS
		1	2	3	4	5		
	<b>Note:</b> The <b>exposure control plan</b> must include (a) a list of tasks identified as having potential for exposure to <b>bloodborne pathogens</b> ; (b) methods to protect employees; (c) dates and procedures for providing hepatitis B vaccinations; (d) procedures for post-exposure evaluation and follow-up in case of exposure; (e) content and methods for training employees; and (f) procedures for maintaining records.							
2	Is the written <b>exposure control plan</b> available on request for examination or copying? [29 CFR 1910.1030(c)(1)(iv)]							
3	Is the written <b>exposure control plan</b> updated yearly? [29 CFR							
4	Do employees follow <b>universal precautions</b> to prevent contact with blood or other <b>potentially infectious materials</b> ? [29 CFR							
5	Are hand washing facilities readily accessible? [29 CFR							
	<b>Note:</b> If providing hand washing facilities is not possible, an appropriate antiseptic hand cleanser and clean cloth, paper towels, or antiseptic towelettes may be substituted. When antiseptic hand cleansers or towelettes are used, wash hands with							
6	Do employees wash their hands immediately after removing gloves or other personal protective equipment? [29 CFR 1910.1030(d)(2)(vi)]							
7	Is personal protective equipment such as gloves, gowns, laboratory coats, face shields or masks, and eye protection provided free to persons potentially exposed to bloodborne pathogens?							
8	Is personal protective equipment of appropriate sizes readily accessible or issued to all employees?							
9	Do all employees use an appropriately designated area or container for storage, washing, decontamination, or disposal of personal protective equipment? [29 CFR 1910.1030(d)(3)(viii)]							
10	Is there a written method of decontamination and schedule for cleaning of all areas and surfaces that may become contaminated with blood or <b>other potentially infectious materials</b> ? [29 CFR 1030(d)(4)(i)]							
11	Are all equipment and working surfaces cleaned and decontaminated immediately, or as soon as feasible, after contact with blood or <b>other potentially infectious materials</b> ? [29 CFR 1910.1030(d)(4)(ii)]							
12	Are spills cleaned up immediately and according to proper procedures?							
13	Are containers used for sharps disposal replaced routinely and not allowed to overfill? [29 CFR 1910.1030(d)(iii)(A)(2)(ii)]							
14	Are containers of regulated waste labeled with a biohazard warning label? [29 CFR 1910.1030(g)(l)(i)]							
15	Are individuals who are reasonably anticipated to have contact with blood or <b>other potentially infectious materials</b> in the course of their work or activities provided training on <b>bloodborne pathogens</b> ? [29 CFR 1910.1030(g)(2)]							
16	Is <b>bloodborne pathogen</b> refresher training provided at least annually? [29 CFR 1910.1030(g)(2)(ii)(C)]							

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17	Is the person/s who conducts the <b>bloodborne pathogen</b> training knowledgeable in the subject matter? [29 CFR 1910.1030(g)(2)(viii)]									
18	Are records maintained of training that shows the dates of the training sessions, the contents of the training session, the names and qualifications of the person conducting the training, and the names of the persons attending the training sessions? [29 CFR 1910.1030(h)(2)(i)]									
19	Are training records maintained for at least 3 years? [29 CFR 1910.1030(h)(2)(ii)]									
20	Is an emergency biohazard spill kit available?									
<b>Total Points Possible</b> 100									<b>Total Points Earned</b>	

### Medical Services and First Aid

1	Is at least one employee on each shift currently qualified to render first aid?									
2	Have all employees who are expected to respond to medical emergencies as part of their work received first-aid training?									
<b>Total Points Possible</b> 10									<b>Total Points Earned</b>	

### First Aid Kits

1	Are the first aid kits adequately stocked with the following items?: adhesive bandages, gauze, antiseptic, tweezers, scissors, tape, latex and non-latex gloves, re-sealable one-gallon bags.									
2	Are first aid kits readily accessible?									
<b>Total Points Possible</b> 10									<b>Total Points Earned</b>	

### Food Preparation and Service

1	Is all food protected against contamination and spoilage during handling, packaging, and storage and while in transit?								
2	Are toxic materials (e.g. pesticide) stored in a designated and identified separate area (such as a cabinet) and away from food?								
3	Is personal jewelry prohibited where it could contaminate or become incorporated into food?								

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		N				Y		N/A		COMMENTS
		1	2	3	4	5				
4	Are separate hand washing facilities provided at convenient locations away from food preparation areas?									
5	Is clean clothing worn by all persons, including dishwashers?									
6	Is the filter of the ventilation hood readily removable for cleaning and replacement?									
7	Are 30 <b>foot-candles</b> of light provided on all food preparation surfaces and at work levels?									
	<b>Note:</b> Inadequate lighting has been associated with poor housekeeping and mixing toxic substances into foodstuff.									
8	Has at least one supervisory person completed a certified food safety and sanitation course?									
9	Are foods correctly marked with an expiration date?									
10	Is a person in charge assigned, and demonstrating adequate food safety knowledge application to operation?									
11	Do refrigerators maintain 41`, and freezers maintain 32` or below?									
12	Is the water temperature for dishwashing maintained at 160` and Hand washing at 110`?									
<b>Total Points Possible</b> 60									<b>Total Points Earned</b>	

### Indoor Air and Water Quality

1	Does the HVAC preventative maintenance schedule include the following?:									
	Checking and/or changing air filters and belts									
	Lubricating equipment parts									
	Checking the motors, and									
	Confirming that all equipment is in operating order									
2	Are damaged or inoperable components of the HVAC system replaced or repaired as appropriate?									
3	Does the agency prevent drinking water contamination through well trained system operators, water systems with adequate managerial, technical, and financial capacity, and enhanced protections of source waters of public water systems?									
4	Does the agency have the commitment to set priorities that will ensure drinking water problems will be immediately corrected and will be of greatest public health concern?									
<b>Total Points Possible</b> 35									<b>Total Points Earned</b>	

### Hazard Communication Program

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		N				Y	N/A	COMMENTS
		1	2	3	4	5		
1	Has a written hazard communication program been developed, implemented, and maintained (and include who to contact in an emergency) at your worksite? [29 CFR 1910.1200(e)(1)]							
2	Has a list of known <b>hazardous chemicals</b> at your facility been prepared? [29 CFR 1910.1200(e)(1)]							
3	Are all containers of <b>hazardous chemicals</b> in the workplace labeled, tagged, or marked with the following?: (a) The identity of the <b>hazardous chemical's</b> , (b) The appropriate warnings, and ( c) The name and address of the chemical manufacturer, importer, or other responsible party [29 CFR 1910.1200(f)(1)]							
	<b>Note:</b> Labels must be affixed to all containers of <b>hazardous chemicals</b> when they are shipped by a manufacturer or supplier. If the container is received without a hazard warning label, you must make a good faith effort to obtain the missing information from the manufacturer or supplier. The following <b>hazardous chemicals</b> are exempt from this labeling requirement, although subject to other labeling requirements: pesticides, foods, food additives, color additives, drugs, cosmetics, medical devices, alcoholic beverages, consumer products, hazardous waste, tobacco products, and wood products.							
4	Are material safety data sheets on hand for each <b>hazardous chemical</b> used and identified on the <b>hazardous chemicals</b> list? [29 CFR 1090.1200(g)(1)]							
5	Are flammable or toxic chemicals kept in closed containers when not in use?							
6	Is personal protective equipment provided, used and maintained whenever necessary?							
7	Are toxic or other hazardous materials stored in labeled containers in a locked area separate from food storage, dining area, or medication storage area. [R9-20-214(A)(6)]							
<b>Total Points Possible</b> 35								<b>Total Points Earned</b>

**Cultural Competency**

1	Are common areas/waiting areas enhanced with cultural and diversity appropriate items, relative to the prominent minority populations served in your area?							
2	Are language prompts available on your voice messaging systems that provide the same information in other languages that is provided to members in English?							
3	Do you maintain the region's listing of staff and/or others in the community who can converse in other languages, including American Sign Language AND have a protocol for staff to access the list?							
4	Do you interpreter staff receive training on Interpreter Etiquette?							



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		N				Y		N/A		COMMENTS
		1	2	3	4	5				
5	Does the agency provide refresher training on customer service skills and respect for diversity to their receptionis/front desk staff, as well as, front line staff, at least annually, evidenced by the following criteria?									
	Customer Service training is provided to new hires in receptionist/Front Desk positions that include a segment on respect for diversity?									
	An annual refresher on customer service training is offered to Receptionist/Front Desk positions?									
	Front-line staff are provided customer service training and/or cultural competence training at least annually?									
<b>Total Points Possible</b> 35									<b>Total Points Earned</b>	

### Elevators

1	Are operating permits and records up-to-date for elevators?									
2	Is the certificate of inspection posted inside the elevator?									
3	Is the elevator clean and in good working order?									
<b>Total Points Possible</b> 15									<b>Total Points Earned</b>	

### General Work Environment

1	Are all spilled hazardous materials or liquids cleaned up immediately and according to proper procedures?									
2	Are all work areas adequately illuminated?									
3	Are safety rules reviewed with staff regularly?									
4	Are <b>No Smoking</b> signs posted where appropriate and smoking tobacco products prohibited within the facility, only permitted in designated area?									
5	Are drinking fountains provided, maintained, and sanitary?									
6	Do oscillating fans have guards that prevent fingers from contacting fan blades?									
7	Are all areas free of insects and rodents? [R9-20-214(A)(1)(c)(ii)]									
<b>Total Points Possible</b> 35									<b>Total Points Earned</b>	

### Security

1	Are crawl spaces, outside storage and attics secure?								
2	Does the inside/outside of the facility appear to be well lit?								

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		N				Y		N/A	COMMENTS
		1	2	3	4	5			
3	Is confidential information secured when staff are not present?								
4	Are client/employee rights posted as required?								
5	Is confidentiality observed in the office?								
6	Are employee ID's/Badges used? If so, is compliance consistent?								
<b>Total Points Possible</b> 30								<b>Total Points Earned</b>	

### Transportation

1	Do employees who operate vehicles on public thoroughfares have a valid operator/s license?								
2	Are employee transport vehicles equipped at all times with the following: at least two (2) flares, or reflective triangles/similar equipment water a fully charged fire extinguisher, in good condition, with at least 4 B:C rating a fully stocked first aid kit a thermal blanket a spare tire & jack, in proper working order and condition vehicle registration and proof of insurance forms								
3	Is a vehicle safety inspection sheet/log-audit provided and maintained regularly?								
<b>Total Points Possible</b> 45								<b>Total Points Earned</b>	

### General Cleanliness

1	Are all toilets and washing facilities clean and sanitary?								
2	Is trash/garbage from offices and other areas collected, removed, and stored in a covered container or sealed plastic bags regularly? [R9-20-								
3	Are children's toys sanitized on a regular basis?								
4	Is there a schedule for general cleaning tasks, such as vacuuming, dusting, window cleaning, etc.?								
<b>Total Points Possible</b> 20								<b>Total Points Earned</b>	

### Residential / Medications

1	Are there adequate amounts of battery operated/or AC smoke detectors?								
2	Are there at least 2 means of egress from each bedroom? [R9-20-406B3]								

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		N				Y		N/A	COMMENTS
		1	2	3	4	5			
3	Are mattresses & pillows sanitized with linens changed between member use?								
4	Are bed linens washed at least once a week?								
5	Is contaminated laundry bagged and separate from clean laundry? [29 CFR 1910.1030(d)(4)(iv)(A)(I)]								
6	Are medications stored and locked in a separate area?								
7	Are control logs available and maintained regularly and consistently?								
8	Are medications appropriately labeled and handled?								
9	Are outdated medications prohibited and disposed or properly?								
<b>Total Points Possible</b> 45								<b>Total Points Earned</b>	

### Member & Employee Health Processes

1	Do adolescents have current immunization records?								
2	Do employees have annual TB tests?								
3	Is a log maintained tracking trends of employees and members for nosocomial infections?								
4	Is proper notification given to staff and public health authorities of communicable diseases?								
<b>Total Points Possible</b> 20								<b>Total Points Earned</b>	

### Grounds/Property

1	Are the walkways & common areas free of tripping/safety hazards? Such as building material, nails, screws, above ground pipes.								
2	Is there proper and sufficient lighting of the entrances and parking lots?								
<b>Total Points Possible</b> 20								<b>Total Points Earned</b>	

### Pool

1	Is pool enclosed by a wall or fence (non-chain link) that: Is at least 5 feet high								
	Has no vertical openings greater than 4 inches across								
	Has no horizontal opening other than 4 inches between the ground and bottom of the fence								
	Has a self-closing self-latching gate that opens at least five feet from the ground								

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<b>N</b>					<b>Y</b>	<b>N/A</b>
1	2	3	4	5		

Is locked when not in use

**COMMENTS**

**Total Points Possible**  
30

**Total Points Earned**

**Grand Total Points Possible**  
860

**Grand Total Points Earned**

**Grand Total Percentage**

\_\_\_\_\_  
**NARBHA Reviewer**

\_\_\_\_\_  
**NARBHA Reviewer Signature**

\_\_\_\_\_  
**Date**