

Workplace Quality and Safety Compliance Checklist

Diagnostic labs & pathology

BLOOD-BORNE PATHOGENS

Is the blood-borne pathogen written program available, current, and has it been reviewed within the last year?

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Do employees understand what Standard Precautions (formerly Universal Precautions/Body Substance Isolation) means?

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Are lab coats and gloves removed before leaving the work area?

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Do all staff remove their Lab coats while going to Pantry area?

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Are hands washed before leaving the work area?

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Are sharps containers available and used?

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Are sharps containers disposed of when three-fourths full?

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Is mouth pipetting prohibited?

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Do employees refrain from eating, drinking, smoking, applying cosmetics and lip balm, or manipulating contact lenses in the work area?

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Have employees responsible for shipping diagnostic and infectious specimens been trained?

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CHEMICAL HYGIENE

Is the Chemical Hygiene Plan available, current, and reviewed within the last year?

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Do employees know where the Material Safety Data Sheets (MSDS) are located?

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Do employees know how to use the MSDS to look up spills and first aid for a chemical they use?

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Has the chemical inventory been performed and updated in the last 12 months?

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Is there a list of carcinogens, toxic chemicals and reproductive toxins?

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Are all manufactured chemical containers labelled with the appropriate chemical identity and hazard warning information?

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Are flammable or toxic chemicals kept in closed containers when not in use?

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Are chemicals stored away from heat, sunlight, or reactive substances?

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Are chemicals not currently being used placed in the appropriate storage cabinet?

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Do employees understand how to properly store chemicals?

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Is environmental monitoring performed and documented where appropriate?

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Have employees been trained in spill clean-up procedures including formaldehyde, if applicable?

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Are chemical fume hoods certified annually?

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Has initial and routine air monitoring been performed to determine exposure levels (e.g., formalin and xylene)?

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Is the hood sash height kept as low as possible?

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COVID-19

Do all the staff use appropriate PPEs (Mask, gloves)?

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Is the Daily COVID safety checklist being followed and documented for staff safety?

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Does the lab follow the social distancing policy in the lab and the pantry area?

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Does the entrance of the lab have lab sanitizers at the door opening?

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Does the lab follow the BMW policies for discard of Masks, gown and other PPEs?

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Are Hand Hygiene protocols followed in lab as mentioned in the COVID safety SOP??

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Are the respiratory etiquettes been followed in the lab?

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DISASTER PREPAREDNESS

Does the Lab. safety manual have a section on Internal & External Disaster (like fire, flood, electrical outage, and spill of hazardous volatiles, tornado earthquake, and man casualty situations) preparedness?

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DOCUMENTATION

Do you have copies of safety manual at workbench?

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Are safety training records for all employees maintained?

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ELECTRICAL

Is electrical equipment grounded with the use of three pronged plugs?

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Are electrical cords free of any frayed edges?

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Are extension cords prohibited from use?

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Are multi-plug adapters prohibited?

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Are receptacles properly wired?

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Are electrical outlets away from wet locations, such as sinks?

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Are all lab instruments & appliances checked for current leakage before initial use, after repair or modification & when a problem is suspected?

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Are heat sources and liquid chemicals kept away from outlets, cords, and equipment as much as possible?

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Are electrical circuit breakers and panels labelled with a current listing of equipment powered by each unit?

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Are all personnel aware of the location of master switches and circuit breaker boards?

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Is the alarm bell easily accessible in -Walk-in Cold Room area?

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EYE WASH

Are eyewash stations located in the lab?

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Is there a Visible and well-lit signage indicating the location of the eyewash above the station?

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Are the protective caps in place on the eyewash?

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Is the eyewash in good working condition?

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Are the eyewash stations checked weekly?

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Are eyewash preventive maintenance and routine checks documented?

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FIRE

Is your Lab located in a building classified as Business occupancy?

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Do fire exits have an exit sign that is self-illuminated?

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Are stairwells and emergency exits accessible and free of obstructions?

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Do all employees know where the fire extinguishers are located?

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Are all fire extinguishers easily accessible and not blocked?

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Have all employees received fire extinguisher training including the opportunity to actually use the extinguisher in a real or simulated practice?

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Have fire extinguishers been serviced within the past year?

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Does the Lab have fire alarm & smoke detector system in place?

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Have annual fire drills been completed and documented?

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Has each employee performed at least one full evacuation to the triage area annually?

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Are evacuation routes posted in visible locations?

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Does staff know how to respond to a fire drill and what evacuation route to use?

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Is the lab equipped with CO2 Fire extinguisher?

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Is Fire exit plan signboard available ?

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GENERAL

Does the Lab have the safety program policies documented?

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Is this policy easily available for reference to all employees?

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Do all the employees have knowledge about safety issues?

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Do employees receive safety training at the time of hire and annually thereafter?

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Do you have the required safety posters displayed where all employees are likely to see it?

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Is there a current listing posted of emergency contacts with phone numbers?

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Are biological safety cabinets certified annually?

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Do employees understand what to do if they sustain an exposure to blood and body fluids?

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Are all the health workers immunized with Hep B, Covid and Tetanus and has this information been documented??

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HOUSE KEEPING

Are all work areas, benches, floors, and storage areas maintained in a neat and orderly manner?

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Are all work surfaces decontaminated with an appropriate disinfectant at the end of each work shift and when grossly contaminated with blood and body fluids?

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Do spill clean-up procedures include soaking up the spill with absorbent material such as paper towels, decontaminating the area with an appropriate disinfectant, and disposing of the contaminated materials appropriately?

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Are passageway free of trash and other debris?

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Are biohazard receptacles for blood or other potential infectious materials separate from regular trash?

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Are these containers in good condition?

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Is trash removed at least daily?

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Are floors wet mopped daily?

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Are floors cleaned and wax stripped regularly to prevent paraffin build up?

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Are certain computers and telephones designated as with gloves or without gloves

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Is storage in hoods limited so that the ventilation is not obstructed?

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Have you looked in each and every cabinet for unlabelled containers and labelled them correctly?

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Are loads in centrifuges balanced?

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Are tops of centrifuges locked down when in use?

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Is chipped or cracked glassware disposed of in a rigid container?

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Are workstations disinfected with an disinfectant at the end of each shift?

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Are the Bio Medical waste handlers trained at the time of induction and then on yearly basis?

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MICROBIOLOGICAL HAZARDS

Are all employees who come in contact with body fluid educated with standard & universal safety precautions?

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Does the Lab have an S.O.P for assessing the risk associated with exposure to infectious agents handled in microbiology Lab?

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Does the Lab use biological safety cabinet for culturing Mycobacteria, fungi?

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Are there documented records for annual inspection of BSC like filter checks, flow rate, etc.?

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PERSONAL PROTECTIVE EQUIPMENT

Do employees wear safety glasses with side shields (or goggles) in case of splash hazards?

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Do employees wear nonslip type shoes especially in areas where paraffin is used?

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Do employees full-length lab coats or cover gowns with long sleeves, knitted cuffs, and closed in the front while in the work area?

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If these coats/gowns are reusable, are they laundered by a hospital or outside laundry service?

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Do employees remove their lab coats/gowns when leaving the laboratory environment?

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Do employees wear appropriate gloves when performing laboratory testing or phlebotomy?

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Are gloves available in appropriate sizes for all workers at risk for exposure?

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Are hypoallergenic gloves and liners available to workers who are allergic to latex?

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Are gloves removed when leaving the laboratory environment?

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WASTE MANAGEMENT

Is all waste disposed of properly according to local guidelines?

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Is the requisite of bio medical waste bags properly bar coded?

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Is there a waste management plan?

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Are all sharps discarded in puncture resistant containers?

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Are Sharp containers labelled?

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Have employees been trained as to what can be discharged down the sewer?

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Is there an S.O.P for solid and liquid waste disposal?

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Are waste management records retained on-site for at least two years?

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Are employees trained regarding the segregation of waste by hazard class at the end point of origin?

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Agreement with Bio medical waste picker vendor

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Is the SOP updated for the chemical waste pick up by SMS ENVO CLEAN ?

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Does the lab comply with chemical waste discard policy and storage?

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Does the lab maintain the records for chemical waste pick up?

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Is the lab equipped with Effluent treatment plant(ETP)?

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Are the maintenance records for ETP updated as per the required frequency?

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Is the water testing done for ETP?

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Is the lab equipped with autoclave?

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Does the lab follow and update the autoclave records and process?

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