

Office Self Evaluation Checklist

This checklist is to be used as a quick evaluation of the facility. This checklist is not complete and should not be used as an annual inspection. If you answer **NO** then you are not in compliance with that item.

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| 1. | Is there an eyewash station available? | YES | NO |
| 2. | Is the eyewash station reachable (10sec.)? | YES | NO |
| 3. | Is the eyewash station next to any corrosive chemicals. | YES | NO |
| 4. | Is the OSHA manual state specific? | YES | NO |
| 5. | Is the OSHA manual updated annually? | YES | NO |
| 6. | Is there a MSDS manual? | YES | NO |
| 7. | Is the MSDS manual to OSHA standards? (Alphabetical Order by product, has an Inventory List etc.) | YES | NO |
| 8. | Are secondary containers properly labeled? (NFPA, HMIS etc.) | YES | NO |
| 9. | Are Nitrile Utility Gloves used when processing instruments? | YES | NO |
| 10. | Are contaminated items labeled "Biohazard"? | YES | NO |
| 11. | Are Sharps disposed of in the Operatory? | YES | NO |
| 12. | Are training classes done to OSHA standards?
(Annual OSHA, Quarterly Safety etc.) | YES | NO |
| 13. | Is there a safety inspection done annually? | YES | NO |
| 14. | Is HBV vaccination offered to employees? | YES | NO |
| 15. | Are ESIP sharps being used? | YES | NO |
| 16. | (If no) Is proper documentation completed? | YES | NO |
| 17. | Are OSHA Posters updated annually? | YES | NO |
| 18. | Are proper signs used? (Biohazard Area, Caution Radiation, Exit etc.) | YES | NO |
| 19. | Are Electrical Outlets within 3 ft. of a sink equipped with GFCI? | YES | NO |
| 20. | Are all waste streams disposed of by Government standards?
(Glutaraldehyde treated with Glycine, Pharmaceuticals incinerated (carpules) etc.) | YES | NO |