

**PT Check UP  
POL Library**

**POL SAFETY CHECKLIST**

<b>Safety Program</b>		
	<b>Compliance (✓)</b>	<b>Comments</b>
Up to date Safety Manual is in use and available to all employees		
All new employees have been oriented to safety and orientation has been documented		
Employees are aware of work site hazards and employer has complied with the "Right to Know" standards		
<b>Universal Precautions for Bloodborne Pathogens</b>		
Employees recognize that all human blood and certain human body fluids should be handled as if they were known to be already infected with human immunodeficiency virus and/or hepatitis B or other bloodborne pathogens		
OSHA regulations on bloodborne pathogens (Federal code of Regulations, Title 29, Part 1910) are available to employees at risk		
An up to date Exposure Control plan is in effect		
Hand washing facilities or antiseptic hand cleansing and towels are available and used appropriately by employees		
Leak-proof, puncture-resistant color coded sharps containers are easily accessible to all employees		
<b>Work Practice Controls</b>		
Food and drinks are kept isolated from work areas		
Hand washing is performed before drawing blood from a patient		
Handwashing is performed before touching employees' eyes or mouth and prior to eating, drinking, or smoking		
Handwashing is performed immediately after contamination and after removal of gloves or other personal protective equipment		
Self-sheathing needles or forceps are used in place of recapping needles by hand		
Sharps, needles, scalpels, and disposal syringes are placed in puncture-resistant containers immediately following use		

### Personal Protective Equipment (PPE)

	Compliance (✓)	Comments
Appropriate personal protective equipment is provided free of charge to all employees at risk for occupational exposure.		
PPE used in the lab testing area is impervious to blood or other potentially infectious materials and is cleaned, disposed of, and repaired or replaced at no cost to the employee.		
Employees utilize gloves when appropriate, including in any situation when hand contamination with blood is likely and when transporting specimens		
Gloves are changed between different patient contact and prior to leaving the testing area		
Gloves are replaced when their integrity is compromised and not reused after initial use		
PPE is removed prior to leaving the testing area and not worn while eating		
Blood or body fluid contaminated lab coats are removed and laundered or replaced		
PPE disposal is appropriate for the type of contamination encountered		

### Housekeeping

All equipment and work surfaces are decontaminated with a disinfectant immediately following exposure to infectious materials		
An appropriate disinfectant is used to clean contaminated work site areas		
Gloves are worn while using disinfectants		
Contaminated sharps are disposed of appropriately		
Hepatitis B vaccine is readily available at no cost to all employees		
A postexposure evaluation and follow-up system is in place		
Postexposure prophylaxis is available at no cost to the employee when necessary		

<b>Fire Safety</b>		
	<b>Compliance (✓)</b>	<b>Comments</b>
Exits are unobstructed by equipment, supplies, or trash to provide adequate escape routes		
Employees understand the procedures and are aware of evacuation exit routes to be followed for a fire emergency		
Fire extinguishers are available		
A fire blanket is available for use		
Employees are knowledgeable of the fire extinguisher's and fire blankets use		
<b>Electrical Safety</b>		
All electrical equipment is properly grounded		
Cracked, frayed, or unsafe electrical cords are not present		
<b>Waste Management</b>		
An up to date written waste disposal plan is in effect		
Waste is segregated to a specific type and suitable labeled		
Red biohazardous labels are affixed to containers of blood or other potentially infectious material. Red bags or red containers are substituted for labels		
Contaminated sharps are placed in rigid containers and these are easily accessible to employees		
<b>Employee Confidential Medical Records</b>		
Every employee with occupational exposure has a confidential medical record		
The confidential medical record includes the employee's name, hepatitis B vaccination status, exposure incident information, and a copy of the physician's statement of exposure incident		