

ENVIRONMENTAL SAFETY SELF ASSESSMENT

EXTERNAL

Signage/Identification:

- There is signage displaying your business name and address. It is:
 - Visible from the street
 - Lit and visible after dark
- There is signage identifying the vehicle entrance and exit to the parking lot
 - If the same driveway is used to enter and exit, the directions of travel are clearly marked. (Concern is for multiple vehicles using the same area at the same time to exit or enter)
- Driveways go around a corner of the office building:
 - Drivers are alerted to watch for pedestrians or other vehicles
 - A safety mirror is installed for drivers and/or pedestrians
- Parking lot spaces are lined and clearly marked
- There are designated handicapped space(s) and they are easily accessible
- New patients are advised where they should park if there is no parking lot
- There is signage that directs patients to the main entrance. (Other doors and steps may be readily apparent to patients but are only used by staff) Make sure the handicapped entrance is adequately signed.
- Pedestrian crosswalks are marked
- Curb cutouts are properly identified to alert individuals of changes in height
- Signs, awnings and/or canopies are properly maintained. (Secured, not broken, or hanging down)
- There is signage to indicate the office is protected if a monitored central security station is used
- There is signage to prohibit skateboards, bicycles, and/or skating on the property

Driveways:

- Driveways are properly maintained. (No cracks or potholes visible)
- During winter weather driveways are cleared of snow and ice before the office opens and then throughout the day, as necessary

Sidewalks:

Determine if the sidewalks are the responsibility of the owner, tenant or municipality. If you are responsible, complete the assessment below:

- Sidewalks are properly maintained and level throughout its length. (No cracks, holes, broken sections or raised sections greater than ½")
- During winter weather sidewalks are cleared of snow and ice before the office opens and then throughout the day, as necessary
- There is a process for removing icicles if the building roof overhangs the sidewalk.
- The sidewalks are properly lit after dark
- Landscaping plants and materials are properly maintained. (Stones, mulch or mud are not being washed onto the sidewalk and trees and plants are cut back away from the sidewalk and driveway entrance for security. Tree roots are cut back so they don't push up sections of concrete sidewalk.)

Ramps/Stairs:

- Ramps/stairs are properly maintained (No cracks, broken stair treads, or holes)
- If ramps/stairs are constructed of wood:
 - They have non-slip paint or treads applied
 - Nails/bolts are secured and don't protrude into the walkway
- During winter weather ramps/stairs are cleared of snow and ice before the office opens and then throughout the day, as necessary
- Ramps/stairs are properly lit after dark
- Handrails are provided and secured
- Handrails do not have sharp, splintered, or rusted surfaces

ENVIRONMENTAL SAFETY SELF ASSESSMENT

Fences:

- If fencing is used around the office it is in good condition. (No cracks, sagging or broken sections)

Trees/Hedges:

- Tree branches do not overhang sidewalks, parking lots, and stairs
- Trees are in good condition (no dead or broken branches lying on the grass, hanging down from overhead, or sticking out at eye level near walking surfaces)
- Tree branches are not in direct contact with incoming electric or telephone wires
- Tree branches are not resting on the roof
- Hedges are cutback for security purposes and should not obstruct the view of patients or staff exiting the premises

Parking Lots:

- Parking lot is properly maintained and relatively smooth and level (no cracks, no debris or potholes visible, snow, ice or rainwater will accumulate into any dips or depressions)
- Parking lot is paved
- During winter months parking lot is cleared of snow and ice before the office opens and then throughout the day, as necessary
 - Snow is not pushed into piles near walking surfaces; that snow could thaw and refreeze
- Storm water drains are located to catch run-off and are kept clear of leaves and debris
- Parking lot is properly lit after dark

Office Grounds:

- Office grounds are well maintained (Mowers, trimmers, and other power equipment are never left outside unattended)

Medical Specimen Boxes:

Medical specimen boxes are:

- Locked to prevent unauthorized access
- Kept out of normal pedestrian traffic patterns
- Marked to identify a biohazard concern

Disposal:

- Trash is being properly maintained in sealed bags in covered containers
- Needles are disposed of in designated sharps containers and those used containers are locked away until they are picked up for appropriate disposal
- Sharps containers are only filled $\frac{3}{4}$ full and then properly disposed of
- Infectious waste is properly identified, stored, and disposed of

INTERNAL:

Main Entrance:

- A disabled patient can get inside the door (lever doorknob set, limited force needed to open, wheelchair width 32")
- If a disabled patient can't get inside the door, there is a mechanism to alert staff for assistance. (Door bell or buzzer at wheelchair height, intercom system, CCTV camera, etc.)
- If the door is automatic opening it is periodically tested per the manufacturers recommendations
- A clear glass door is affixed with decals or other visible signage to alert individuals of the opening
- Lighting inside the main entrance is adequate for patient safety
- The inside floor is level with the outside landing
- The door threshold is level or beveled to permit easy access
- Doormats or walk-off rugs are used:
 - They are in good condition and lay flat and level against the floor
 - They are rotated during periods of wet inclement weather

ENVIRONMENTAL SAFETY

SELF ASSESSMENT

- “Wet floor” signs are readily available during periods of wet inclement weather
- There is an area that permits umbrellas to drain without draining onto the floor
- There is an area for wet or snow-covered clothing to dry without draining onto the floor
- There are emergency exit signs and emergency exit lighting units placed near the main entrance

Waiting Room:

- The path to the receptionist is easy to identify and accessible to a disabled patient
- Interior decorations are mounted high enough along the wall or walls that preclude children from injuring themselves
- Chairs and sofas are placed so that a clear exit path is maintained at all times
- Lighting inside the waiting room is adequate for patient safety
- There is signage to alert patients to report any allergies they might be aware of prior to treatment (i.e. latex)
- There is signage to ask patients if they have flu-like symptoms to advise the receptionist and to cover their coughs
- Furniture in the waiting room is clean, in good condition and well maintained. (Watch for sharp edges, fabric rips, wooden splinters or protruding nail heads)
- The floor is in good condition and without defects
- Electric cords for lamps are coiled to prevent a trip and fall injuries
- If toys are provided in the waiting room, they are routinely cleaned and disinfected and this is documented
- Toys are consistent with the age of the children that might use them (no detachable parts/ choking hazard)
- If a TV is provided, it is properly anchored to prevent injury to children and/or patients
- If the office utilizes hot water or steam heat there is protection surrounding the radiator to prevent burns
- Plastic child safety inserts are plugged into waiting room wall mounted receptacles
- A hands-free trash receptacle which is child resistant is available in the waiting area

Receptionist Area:

- There is wheelchair access for disabled patients
- Patient charts, telephone calls and personal conversations are kept private or inaudible
- A buzzer or other device alerts the receptionist when an individual enters the office
- Patient records and files are maintained behind a counter or reception area
- The counter top is protected against injury from splinters and cracked or broken pieces of surface area
- A list of emergency procedures and contact information is posted by the desk in case of an emergency

Treatment or Consultation Rooms:

- At least one room is designed to be wheelchair accessible including the door to the room
- Sharps containers are secured to the wall and not accessible to children
- Sharps containers are not more than $\frac{3}{4}$ full
- Trash cans have lids that are not easily removable
- There is a sink and hand cleanser in each treatment room that can be used to wash hands prior to and after each patient examination
- There is an examination glove box in each treatment room
- Each wet location (around a sink) has Ground Fault Circuit Interrupter (GFCI) receptacles or circuits protection
- There is a designated treatment room that can be used to isolate a patient if you suspect a communicable disease might be present
- Treatment items (i.e. paper gowns, masks, treatment table covers) are available for immediate use. (if cloth gowns are used, they are laundered and disinfected between each use)
- Patient treatment rooms are cleaned and disinfected according to CDC guidelines
- Patient treatment tables, scales and other patient items work properly and are in good repair

ENVIRONMENTAL SAFETY

SELF ASSESSMENT

Laboratory or Sterilizing Area:

- There is a hazard communication plan in place, including updated MSDS sheets and a spill procedure
- All employees are trained with regards to the hazard communication plan
- Chemicals are segregated according to the MSDS sheet to prevent potential incompatibility problems
- If corrosive chemicals are used, an eyewash station is installed per the American National Standards Institute (ANSI)
- There is one 2A10BC fire extinguisher in this room, and one for every forty feet distance per floor
- Gas valves and electrical circuits are properly labeled and accessible.
- Medical and chemical wastes are properly secured and stored prior to proper disposal

Mechanical Room or Space:

- Major pipe valves and electrical supply circuits are properly identified in case of an emergency requiring an immediate shutdown.
- Circuit panels are clearly labeled
- Circuit panels are easily accessible (nothing is stored in front of them)
- Components of the HVAC systems are given preventative maintenance on at least an annual basis by qualified individuals.
- The fire alarm and smoke detection systems are tested (if battery powered, the batteries are changed bi-annually) and inspected on an annual basis according to local fire safety requirements.
- If a sprinkler system is in place it is tested and inspected at least annually or more frequently according to the authority having jurisdiction.
- Medical gas cylinders are properly secured and a written procedure is in place to replace the cylinders.

Bathroom:

- At least one of the bathrooms is accessible by a disabled patient (i.e. the door is wide enough for wheelchair access and there is space for the wheelchair at the commode and under the sink)
- If the door is locked from the inside there are emergency access capabilities from the office/hallway side of the door.

Storage Closet, Alcove or Room:

- If the area is protected by an automatic sprinkler system, storage underneath the sprinkler heads is not less than 18 inches.
- Storage is kept up off the floor for proper cleaning.
- Aisle access is maintained for office staff.
- Heavy items are not permitted to be stored above shoulder height.

General Safety Considerations:

- Interior lighting is checked daily throughout the office to ensure that it is operating properly.
- All sink and floor drains are checked to ensure that they operate as designed and discharge water.
- Any water stained ceiling tiles are replaced once the source of the leaking water is repaired to prevent microbial growth.
- All areas of the office (i.e. floors, floor coverings, walls, doors, and furniture) are maintained in good condition and repair and are clean (opening seams on wall coverings are not only unsightly; they are also areas for dirt and contaminants to collect).
- All exit corridors and doors are kept free and clear for immediate use in an emergency (this may involve more than one means of egress depending upon occupant load and use)
- Latches on external doors with automatic closers should be checked to make sure they 'click' into place
- All portable fire extinguishers are maintained on an annual basis and inspected on a monthly basis.
- There is at least one portable fire extinguisher located on each floor of the building.
- Battery powered emergency exit signage is tested monthly for 90 seconds and operated annually for 90 minutes.
- Exit signs are readily visible and are spaced along the wall in such a manner that they can guide people out of the office during an emergency.

ENVIRONMENTAL SAFETY SELF ASSESSMENT

- Electrical supply cords are free of fraying, cracks and exposed wires.
- Electrical receptacles are protected against access by children and proper coverplates are installed.
- All permanent electrical extension cords are removed from use and permanent power supplies are installed (this does not include items requiring electrical surge protection)
- Patient records and files are kept confidential (i.e. record content should not be verbally discussed in front of others, displayed visually or be accessible to the general public.)
- Prescription pads are kept secure and locked when not in use.
- All medications are properly stored and used per the manufacturer's guidelines.
- Controlled substances are secured, tracked and dispensed according to NJ regulations.
- If the office has an emergency crash cart it is inspected daily (AED or defibrillator is tested for proper operation, medications are checked for expiration dates, and other equipment such as airway maintenance items and tubing are checked for expiration dates. In the meantime they remain easily accessible.)
- All patient related diagnostic and testing equipment is inspected and maintained per the manufacturer's recommendations and that equipment is tested by a qualified contractor.
- Patient/Employee Safety is a standing agenda item at any office staff meeting.
- Staff is trained on handling office emergencies, including fire, medical, and weather related.