

Facility Safety Inspection and Familiarization Checklist

This checklist is to be used by Worldwide Travel Staffing (“Worldwide”) field staff to ensure that they have the information needed to operate safely in a host facility. Additional details on each point can be found in the Worldwide’s Health and Safety Policy manual and the host site’s Health and Safety Policy manual, which will be covered during on-site training and orientation. Please direct any questions related to this checklist or its completion to Worldwide’s Clinical Director, Leo R. Blatz.

Bloodborne Pathogens:

- Location of needed PPE (gloves, safety glasses, aprons, etc.)
Notes:
- Location of cleanup supplies for all locations where work will be performed
Notes:
- Identity of person(s) who exposure events must be reported to
Notes:
- Location of biohazard disposal receptacles
Notes:

Compressed Gases

- Location and types of compressed gases in the locations where work will be performed
Notes:
- Material-specific safety requirements of any present compressed gasses
Notes:

Confined Spaces

- Location and identity of any confined spaces in areas where work will be performed
Notes:

Electrical Safety

- Types of electrical equipment that employees will be using
Notes:
- Identity of person(s) to whom issues with electrical equipment will be reported to
Notes:

Emergency Response

- Types of emergency notifications/alarms used at the host facility and their meanings
Notes:
- Location(s) of the nearest exits that will be used in an emergency
Notes:
- Evacuation routes that will be used in an emergency
Notes:
- Location(s) of facility-specific emergency response information (maps, contact information sheets, etc.)
Notes:
- Location of the rally point(s) used when evacuating the facility
Notes:

Safe Patient Handling

- Types and locations of SPH aids available in the facility
Notes:
- How to safely operate any SPH aids that will be used
Notes:

Flammable Liquids

- Location and types of flammable liquids in the locations where work will be performed
Notes:
- Material-specific safety requirements of any present flammable liquids
Notes:

Hazard Communication

- Location and types of hazardous chemicals used or stored in the locations where work will be performed
Notes:
- How to access Safety Datasheets for hazardous chemicals that employees are potentially exposed to
Notes:
- Identity of the person(s) who are responsible for labeling secondary chemical containers
Notes:

Pandemic Response

- Handwashing locations
Notes:
- Facility-specific health screening protocols
Notes:
- Identity of person(s) who exposure or illness should be reported to
Notes:

PPE

- Task-specific PPE requirements
Notes:
- Location of PPE within the location where work will be performed
Notes:
- Donning and doffing procedures for any required PPE
Notes: