

HMHS - 1_ /F Clinic Safety Inspection Checklist

Date Audited: Area Audited: Auditor: MOM: Judy Rivera- Halago , MD Re-inspection Date: Re-inspection Auditor:							
1	Sort: means sorting all items that are needed and removing all items that are not needed for current production	Point s	Not in compliance	N/A	Re-Insp Yes	Re-Insp No	N/A
	Security own any communication systems exclusively for security purposes (i.e. radio or telephone)						
	Fire extinguishers provided in adequate number						
	Items in the workstation						
	Inventories or supplies						
	Lighting adequate and in working order						
	Items for disposal does not obstruct performance of the job						
	Available storage for all documents/files/records						
	Personal items of the employee						
	Number of storages sufficient						
	Floorways and pathways free from obstructions						
	Wiring , cabling and hoses are conveniently laid						
	Walls are free from unnecessary items						
	CCTV cameras installed in critical areas i.e MIS Server room, Laboratory Room, stockroom, and patients waiting areas						
	Comment on #1:						
2	Straighten: means arranging items so that they are easy to use and labeling them so that they are easy to find and put away	Point s	Not in compliance	N/A	Re-Insp Yes	Re-Insp No	N/A
	Security have emergency directory on their post						
	Storages are properly labeled						
	Broken or damaged facilities identified/labeled, and reported						
	Items for disposal identified and organized						
	Containers for toxic/infectious/flammable waste separate and labeled properly						
	Wiring, cabling, and hoses are organized (taped)						
	Documents/files controlled						
	All equipment calibrated and tagged						

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	Exits marked with an exit sign and illuminated by a reliable light source						
	Directions to exits marked with visible signs						
	Doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking i.e. name of the room						
	Restricted areas and areas with authorized personnel access labeled						
	Chemicals clearly labeled, including hazard symbols where appropriate						
	Fire Extinguishers mounted and clearly marked						
	Fire extinguishers recharged regularly with the recharge date noted on an inspection tag						
	Comment on #2:						
3	Shine: means sweeping floors, wiping off machinery, and generally making sure that everything in the clinic stays clean	Point s	Not in compliance	N/A	Re-Insp Yes	Re-Insp No	N/A
	Machines, equipment, desk/bed/work station, floors, walls and all items in the area clean, free from clutter/dust						
	Documents/files/records kept in an organized manner i.e properly arranged						
	Floor coverings intact, non-slip, and pathways neat						
	Comment on #3:						
4	Standardize: means state of maintaining the first 3S (Checklist of all the things to be maintained)	Point s	Not in compliance	N/A	Re-Insp Yes	Re-Insp No	N/A
	List of all equipment and their calibration dates						
	Needed documents are easily retrieved						
	Posting on walls are up to date; Emergency directory is posted by the telephone;						
	Emergency Response Team is posted by the bulletin board						
	Business permit, Sanitary Permit, Fire Certificate and Certificate of Registration posted on premises and are current?						
	Certificate of training of employees posted on area of work						
Comment on #4:							
5	Sustain: Have Sort-Straighten-Shine-Standardize been fully implemented and functioning well? Are past audits posted and used for improvement?	Point s	Not in compliance	N/A	Re-Insp Yes	Re-Insp No	N/A

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5	Daily cleaning standards are adhered to						
	Items are returned to their designated places after use or when not in use						
	Equipment are turned off, and are maintained in correct area when not in use						
	Storage do not overflow						
	Scheduled maintenance is followed						
	Comment on #5:						
6	Employee Attire:						
	Fosters a professional/corporate image						
	Employees wear PPE when required						
	Comment on #6:						

Signature of Auditor:
Signature over printed name of Auditee:
Legend
1 - Below Standards
2 - Needs Improvement
3- Meets Expectations
4 - Exceeds Expectations
5- Outstanding