Open Door Community Health Centers

Injury and Illness Prevention Program

QUARTERLY INSPECTION

Year	
Inspection Per	iodFirst Quarter (Due 03/31) - C Second Quarter (Due 06/30) - C Third Quarter (Due 09/30) - C Fourth Quarter (Due 12/31) - C
Date(s) of Insp	ectionStart:Start
	End:
Site	Administration & Finance (Plaza Center) - C Billing - C Burre Dental Center - C Corporate Services - C Del Norte Community Health Center - C Eureka Community Health Center - C Humboldt Open Door Clinic - C Information Technology - C McKinleyville Community Health Center - C Mobile Medical Office - C NorthCountry Clinic - C NorthCountry Prenatal Services - C Telehealth and Visiting Specialist Center - C Willow Creek Community Health Center - C
mspected by	Name and Title
	Name and Title
	Name and Title

INSTRUCTIONS:

- o Review all items listed on inspection form.
- o Locations that have dental services must complete the 380.1 Dental Supplement each month during the quarter.
- o Corporate Services must complete the 380.2 Corporate Services Supplement each quarter.
- o For any items that require action mark the Action Req. box and list them on the Actionable Items Fax Sheet with any description or explanation of the item.
- Fax the Fax Sheet to Facilities Manager for any facility related items that require maintenance work orders.
- Retain a copy of the inspection on site.
- Forward original to corporate Risk Manager at Administration.

FACIL	ITY CONDITION AND NON-EMERGENCY MAINTENANCE NEEDS	ND NON-EMERGENCY MAINTENANCE NEEDS YES			
1, 2,		0	0	00	0
3. 4. 5. 6.	,	0000	0 0 0	0000	0 0 0
7. 8. 9.	Is there a 44" clear pathway through all patient areas? Are hallways free of clutter, boxes and other obstacles or tripping hazards? Are stairways and landings free of clutter, boxes and other obstacles or tripping hazards?	0 0 0	0 0 0	0 0 0	0 0 0
	1	0000	0 0 0	0000	0 0 0
14. 15. 16.	Is there adequate task lighting where necessary?	0 0 0	000	000	0 0 0
17. 18. 19. 20. 21. 22. 23. 24.	Are any electrical, phone or computer cords strung across walkways or under carpets? Are all electrical cords properly plugged in (no outlet adapters)? Are all electrical cords in good working order (insulation intact without visible gaps or cracks)?	0000000	0 0 0 0 0 0 0	0000000	000000
25, 26, 27,	Do all toilets flush properly and shut off when refilled? Do all sink faucets work properly? Do all sinks drain quickly?	0 0 0	0 0 0	000	0 0 0
28. 29.	Do all washing machines drain properly? Are all dryers vented to the outside?	0	0	0	0
30. 31.	Are there any recurring leaks, drips or puddles in the facility? Are there any apparent leaks from the roof of the facility?	0	0	0	0
32. 33, 34. 35.	Do all doors open easily? Do all doors lock appropriately? Do any doors stick or jam when being closed or opened? Do all card access readers and/or combo locks work appropriately?	0000	0 0 0	0000	0 0 0
38.	Do all windows open and close easily? Do all windows lock easily and securely? Are there any cracked, chipped or broken panes of glass in any interior windows or doors? Are there any cracked, chipped or broken panes of glass in any exterior windows or doors?	0000	0 0 0	0000	0 0 0
40. 41.	Are all ceiling tiles in place? Are ceiling tiles clean, uncracked and unchipped?	0	00	0	0
	Are painted interior surfaces clean and free from cracks, chips, peeling or stains? Are painted exterior surfaces, including doors and door frames, clean and free from cracks, chips, peeling or stains?	0	0	0	0
	Are shelves and overhead racks securely fastened to the wall, (stable and tip-resistant? Are bookcases and file cabinets secure, stable and tip-resistant? Is all other large equipment properly installed, safely secured, stable and tip-resistant?	000	0 0 0	0 0 0	0 0 0

FACIL	ITY CONDITION AND NON-EMERGENCY MAINTENANCE NEEDS - CONTINUED	YES	NO	N/A	ACTION REQ.
47. 48. 49.	Are all glove dispensers securely attached to the wall?	000	000	000	0 0 0
50. 51.	Are file pockets securely attached to the wall? Are file pockets unbroken, unchipped and free from sharp edges?	0	0 0	0	0
52.	Are other wall mounted items, including equipment at the weigh-in station, securely attached to the wall?	0	0	0	0
53. 54. 55.		0 0	0	0 0	0
56,	shelves? Are items stored on higher shelves (shoulder height and above) secured from falling?	00	0	0	0
57. 58. 59. 60.	Are exam room equipment and furnishings in good working order? Are exam room equipment and furnishings clean and free from stains, chips or other defects?	0000	0 0 0	0 0 0	0 0 0
61, 62, 63,	Are desk chairs in good repair and free from stains, rips, and other defects?	000	0 0 0	0 0 0	0 0 0
64. 65.	stains, chips, rips or other defects? Are waiting room bulletin boards in good repair, securely fastened to the wall and kept neat, clean and	0	0	0	0
66.	current? Are required notices posted in the waiting rooms?	0	0	0	0
69. 70. 71.	Are exterior walkways, decks, sidewalks, stairs and ramps free of obstructions and tripping hazards? Are parking lot surfaces free from obstructions and tripping hazards? Are exterior sidewalks, stairways, landings and decks slip resistant? Are exterior spaces free from debris and other trash? Is exterior landscaping generally clean, well-tended and trimmed away from walks and passage areas? Are parking lots and exterior spaces lighted adequately?	000000	000000	000000	0 0 0 0 0 0 0
HAZAF	D PREVENTION AND COMMUNICATION	YES	NO	N/A	ACTION REQ.
74.	Are all flammable or combustible materials stored away from heat, light and patient areas? Are all toxic chemicals and cleaning materials stored safely and away from patient areas? Are all hazardous substances – those in use and those in storage – properly labeled?	000	0 0 0	0 0 0	0 0
76. 77.	Are MSDS books placed in areas accessible to staff? Have the MSDS books been reviewed and updated this quarter?	0	0	00	0 0
78. 79. 80.	Are Eyewash Stations properly mounted in visible and accessible areas? Are Eyewash Stations current (fluid has not expired)? Are there any obstructions blocking access to any Eyewash Stations?	000	000	000	0 0
81.	Are Crash Cart Supplies up to date?	0	0	0	0
82. 83. 84. 85.	Is appropriate Personal Protective Equipment (PPE) available in exam rooms and operatories? Is appropriate Personal Protective Equipment (PPE) available in other areas of the facility? Is appropriate Personal Protective Equipment (PPE) available at the front desk? Have all employees been instructed in the proper use of Personal Protective Equipment? Have all employees been instructed in the circumstances which required use of Personal Protective	0 0 0 0	0000	0000	0 0 0
86. 87. 88.	Equipment? Do all employees use Personal Protective Equipment appropriately? Do all employees follow the ODCHC Scrubs and Other Outerwear Policy?	0 0 0	0 0	000	0 0
89.	Date of the most recent Hazard Communication in-service training for your facility:				

BLOOI	BORNE PATHOGEN PROTECTION AND COMMUNICATION	YES	NO	N/A	ACTION REQ.
90. 91. 92.	Are foot pedals on hazardous waste containers in good working order?	000	0 0 0	0 0 0	0 0 0
92. 93. 94. 95.	Are Universal Precautions observed by all employees? Is appropriate PPE available and in accessible locations? Are "Drip Kits" available to front desk staff? Are masks, gloves and alcohol hand gels available at the front desk and in the waiting rooms?	0000	0000	0000	0 0 0
96, 97, 98,	Is the Post Exposure Protocol known to all appropriate employees? Were exposure incidents reported promptly to the Site Administrator or Nurse Coordinator this quarter? Was PEP followed in a timely manner for any incidents this quarter?	000	000	0 0 0	0 0 0
99. 100.	Are all employees up-to-date on their vaccinations (or declinations)? Are all employees up-to-date on their TB tests?	0 0	0 0	00	0
101,	Date of the most recent Blood Borne Pathogens in-service training at your facility:				
102.	Date of the most recent Post-Exposure-Protocol in-service training at your facility:				
EMER	GENCY SITUATIONS AND DRILLS	YES	NO	N/A	ACTION REQ.
104. 105.	Are Rainbow Charts posted in each room and near every exit? Is the Emergency Assembly Area clearly and accurately marked on the site plan in the Rainbow Chart? Are the telephone numbers in the Rainbow Chart up to date? Are Evacuation maps posted in each room?	0000	0000	0000	0 0 0
107. 108. 109.	Are fire extinguisher inspections tags current? Are Emergency Supply Boxes readily available to appropriate staff? Are Emergency Radios in working order?	000	000	000	0 0 0
110. 111.	Is the Front Desk "Panic Button" in good working order? Are office and exam room "Alert Buttons" in good working order?	0 0	0 0	00	0 0
112. 113.	Do all employees have up-to-date "Buddy" assignments? Has the employee contact list been updated?	0	0	0	0
114. 115. 116. 117.	Are exit doors clearly marked? Are "Exit" signs illuminated? Are illuminated "Exit" signs in good working order? Are exit doors unobstructed and easy to open?	0000	0000	0000	0000
118.	Date of the most recent Fire Drill at your facility:				
119.	Date of the most recent Fire Alarm test at your facility:				
120.	Date of the most recent "Panic Button" test at your facility:				
121.	Date of the most recent Lock-Out/Lock-Down Drill at your facility:				
122.	Date of the most recent Fire Safety in-service training at your facility:				
123.	Date of most recent Generator test at your facility:				

GENER	AL SAFETY ISSUES AND CONCERNS	YES	NO	N/A	ACTION REQ.
124. 125.	Are all required OSHA postings easily accessible to employees? Are all required Workers' Compensation postings easily accessible to employees?	0	0	0	00
126.	Are employees reminded about safety issues on a regular basis?	0	0	0	0
	 127. Are employees corrected when observed behaving in a manner inconsistent with personal or facility safety and security? 128. Are employees encouraged to seek help when attempting to perform a task that may involve heavy lifting or awkward positions? 		0	0	0
128.			0	0	0
129.	Are employee injuries investigated, documented and reported to the Corporate Risk Manager in a timely manner and in accordance with ODCHC policy?	0	0	0	0
130.	Number of Employee Accidents and Injuries reported in past quarter:				
131.	Number of Employee Sharps Injuries or other Exposure Events reported in past quarter:	,		11-311	

ADO	IITIQ	NAL	COM	MENTS:
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Open Door Community Health Centers Injury and Illness Prevention Program **QUARTERLY INSPECTION ACTIONABLE ITEMS FAX SHEET**

To:	Dwayne	From:	
Fax:		Site:	
Date		cc:	
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DENTAL SUPPLEMENT - TO BE COMPLETED MONTHLY DURING QUARTER

Date: Inspection Period: Inspected By:

Date:	inspection Period	4.				7		•	eu by.	1			FILEFF		
DENT!	AL SAFETY REVIEWS	YES	M NO	ONTH O	NE ACT REQ.	YES	MO NO	MONTH TWO NO N/A ACT REQ.		YES	MONTH THREE YES NO N/A ACT				REE ACT REQ.
	Ton a way way way or a same	IE9	NU	N/M	AGI NEQ.	IEO	NU	N/A	RUI ILLQ.	l III	NU	III/M	NOT IILQ		
D-01. D-02. D-03. D-04.	locations? Are Emergency Medical Kits properly labeled? Are Emergency Medical Kits properly locked?	000 0	0000	0000	000	0000	0000	0000	000 0	0000	000 0	000 0	000		
						l –									
D-05, D-06,	visible locations? Is anything blocking access to or sight of Eyewash	0	0	0	0	0	0	0	0	0	0	0	0		
D-07. D-08. D-09.	Are eyewash bottles clean and free of dust?	000	000	000	000	0	00	0	0	00	0	0	0		
D-09.	Are there back-up eyewash bottles available to replace used or outdated eyewash bottles?	0	0	0	0	0	0	0	0	0	0	0	0		
D-10,	place?	0	0	0	0	0	0	0	0	0	0	0	0		
D-11. D-12.	Are ultraviolet light protection shields clean? Are ultraviolet light protection shields free from cracks and other defects?	0	0	0	0	0	0	0	0	0	0	0	0		
	Are all employees aware of the:														
D-13, D-14,	Location of Emergency Medical Kits? Contents and uses of Emergency Medical Kits?	00	0	00	0	00	00	0	0	00	0	0	0		
D-15.	medical emergency? The protocol to follow to initiate the appropriate	0	0	0	0	0	0	0	0	0	0	0	0		
	response to a medical emergency in the clinic?					<u> </u>									
D 17	Have all new hires been:	0	0	0	0	0	0	0	0	0	0	0	0		
D-17, D-18,	Shown the locations of Emergency Medical Kits? Instructed in using Emergency Medical Kits?	0	ŏ	ő	0	ŏ	ő	ő	0	ŏ	0	ŏ	0		
D-19, D-20.	Instructed in using Eyewash Stations?	00	0	0	0	00	0	0	0 0	00	0	0	0		
	Shown the locations of ultraviolet shields? Instructed in the use of ultraviolet shields? Instructed in when to use ultraviolet shields?	000	000	000	000	000	000	000	000	000	000	000	0 0 0		
D-24. D-25.		0	0	0	0	0	0	0	0	0	0	0	0		
D-26.	SELV VAV III IV AWAY SETVICTENTIAN OR ANDRO	0	0	0	0	0	0	0	0	0	0	0	0		
D-27.		0	0	0	0	0	0	0	0	0	0	0	0		
D-28. D-29.	supervisor?	0	0	0	0	0	0	0	0	0	0	0	0		
D-23	injuries or other exposure, including how to talk to the source patient?	0	0	0	0	0	0	0	0	0	0	0	0		
D-30.	Shown the location and operations of the gas shut-off valve?	0	0	0	0	0	0	0	0	0	0	0	0		
D-31	weighing 20 pounds or more?	0	0	0	0	0	0	0	0	0	0	0	0		
D-32.	Instructed in when and how to file a Consolidated Situation Report?	0	0	0	0	0	0	0	0	0	0	0	0		

CORPORATE SERVICES SUPPLEMENT Date: Reviewed By: NO N/A **ACTION REQ.** SAFETY REVIEWS YES 0 0 Are Eyewash Stations located in accessible and visible locations? 000 Ö Ö Ô C-02. Is anything blocking access to or sight of Eyewash Stations? 0 0 0 C-03. Are eyewash bottles within expiration dates? Õ Ō 0 0 Are eyewash bottles clean and free of dust? C-04. 0 0 0 0 Are there back-up eyewash bottles available to replace used or outdated eyewash bottles? Have all new hires been: 0 00 0 00000000000 C-06. Shown the locations of Emergency Medical Kits? 0 C-07. Instructed in using Emergency Medical Kits? Ō Ō Ō C-08. Shown the locations of Eyewash Stations? 00000 0 0000 C-09. Instructed in using Eyewash Stations? Õ C-10. Instructed in how to keep aisles and hallways clear of obstructions? 000 C-11. | Shown the location of the Cal-OSHA poster Job Safety and Health Protection? C-12. Able to read and discuss the Cal-OSHA poster Job Safety and Health Protection? 0 0 C-13. Instructed to report immediately all injuries to a supervisor? 000 0 0 C-14. Instructed in the proper protocol in case of sharps injuries or other exposure? ŏ ŏ Ō 0 Ō C-15. Shown the location and operations of the gas shut-off valve? 0 0 0 0 Instructed in the proper way to lift materials weighing 20 pounds or more? 0 0 0 0 Instructed in when and how to file a Consolidated Situation Report? YES NO N/A **ACTION REQ.** LADDERS C-18. Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play? 0 0 0 0 Ō Õ 0 0 Are non-slip safety feet provided on each metal or rung ladder? 0 0 0 0 Are ladder rungs and steps free of grease and oil? C-21. Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is 0 blocked open, locked or guarded? 0 0 0 00 0 0 0 Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height? 0 0 C-23. Are employees instructed not to use the top two steps of ordinary stepladders as a step? 0 Ō 0 0 0 C-24. Are employees instructed to face the ladder when ascending or descending? C-25. Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, have broken 0 0 0 0 side rails, or other faulty equipment? When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the C-26. 0 0 0 0 ladder always extend at least three feet above the elevated surface? Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will \bigcirc \bigcirc \bigcirc 0 not occur, or is it lashed or otherwise held in place? Are metal ladders legibly marked with signs reading "Caution, Do Not Use Around Electrical Equipment" 0 0 0 0 or equivalent wording? C-29. Are employees prohibited from using ladders as guys, braces, skids, or for other than their intended 0 0 0 0 C-30. Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)? 0 0 0 0 **ACTION REO.** HAND TOOLS AND EQUIPMENT YES NO N/A C-31. Are all tools (both company and employee owned) used by employees at their workplace in good condition? 0 0 0 0 C-32. Are damaged hand tools such as chisels, hammers, and wrenches, repaired or replaced promptly when 0 0 0 0 broken? 0 0 0 0 Are employees made aware of the hazards caused by faulty or improperly used hand tools? C-33. Are appropriate safety glasses, face-shields and similar equipment worn while using hand tools or 0 0 0 0 equipment that might produce flying materials or be subject to breakage? 000 0 0 0 C-35. Are tools with cutting edges kept sharp so the tool will move smoothly without binding or skipping? 0 0 0 C-36. Are tools stored in a dry, secure location where they won't be tampered with? 0 Is eye and face protection used when driving hardened or tempered spuds or nails? N/A **ACTION REQ. PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT** YES NO O O $\overline{\circ}$ Are grinders, saws, and similar equipment provided with appropriate safety guards? 0 0 0 0 Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer? C-39. Are portable circular saws equipped with guards above and below the base shoe, and are all guards in

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good repair and proper position?

C-41. Are rotating or moving parts of equipment guarded to prevent physical contact?

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C-42.	Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved				
0.40	double-insulated type?	0	0	0	0
	Are portable fans provided with full guards or screens having openings ½ inch or less?	0	0	0	0
C-44.	Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or	0		0	0
·	damage?	0	0		
ABRA	SIVE WHEEL EQUIPMENT GRINDERS	YES	NO	N/A	ACTION REQ.
-					
C-45.		0	0	0	0
C-46,					
0.47	wheel?	0	0	0	0
C-47.		0	0	ŏ	Ö
	Are bench and pedestal grinders permanently mounted?	ŏ	0	0	Ö
C-49.					
C-50.	Are fixed or permanently mounted grinders connected to their electrical supply system with metallic	0	0	0	0
0.54	conduit or other permanent wiring method?	Ö	ŏ	ŏ	Ŏ
C-51.		Ö	Ŏ	Ō	0
C-52.		0	0	0	0
C-53.	Before new abrasive wheels are mounted, are they visually inspected and ring tested?				
C-51.		0	0	0	0
0.55	amounts of dust?	0	0	0	0
U-00.	Is cleanliness maintained around grinder?				
MACH	INE GUARDING	YES	NO	N/A	ACTION REQ.
	Is there a training plan to instruct employees on safe methods of machine operation?	0	0	0	0
C-57.	Is there adequate supervision to ensure that employees are following safe machine operating	_			
0.50	procedures?	0	0	0	0
C-58.	Is there a regular plan of safety inspection of machinery and equipment?	0	0	0	0
C-59.	Is all machinery and equipment kept clean and properly maintained?	0	0	0	
C-60.	Is sufficient clearance provided around and between machines to allow for safe operations, set up and				
	servicing, material handling and waste removal?	0	0	0	0
C-61.	Is equipment and machinery securely placed and anchored when necessary to prevent tipping or other				
0.00	movement that could result in personal injury?	0	0	0	0 0
C-62,		0	0	0	
C-63,		0	0	0	
	Are all emergency stop buttons colored red?	Õ	ŏ	l ŏ	0
	Are all moving chains and gears properly guarded?	0			
C-66,	Are revolving drums, barrels and containers required to be guarded by an enclosure that is interlocked				
	with the drive mechanism so that revolution cannot occur unless the guard enclosure is in place, so	0	0	0	0
0.07	guarded?	0			
C-67.		0	0	0	0
0.00	failure or shutdown?	0			
C-68.	Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted	0	0	0	0
0.00	and run at full speed?	0	0		0
	Are saws used for ripping equipped with anti-kickback devices and spreaders?	O			
C-71.	Are radial arm saws so arranged that the cutting head will gently return to the back of the table when	0	0	0	0
C 72	released?	0			
U-12.	Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?	0	0		0
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COMP	RESSORS AND COMPRESSED AIR	YES	NO	N/A	ACTION REQ.
C-74.	Are compressors equipped with pressure relief valves and pressure gauges?	0	0	0	0
C-75.	Are compressors equipped with pressure relief valves and pressure gauges: Are compressor air intakes installed and equipped to ensure that only clean, uncontaminated air enters	0			
0-73.	the compressor?	0	0	0	0
C-76,		ŏ	ŏ	ŏ	ŏ
C-77.		Ō	Ŏ	Ō	
C-78.		0	0	0	0
C-79.	Before any repair work can be done on the pressure system of a compressor, is the pressure bled off and				
0-10,	the system locked out?	0	0	0	0
C-80.	Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?	0	0	0	0
C-81.	Is it strictly prohibited to direct compressed air toward a person?	0	0	0	0000
	Are employees prohibited from using highly compressed air for cleaning purposes?	0	0	0	
C-83.		0	0	0	0
C-84.					
,	connection failure would create a hazard?	0	0	0	0