Self-Inspection Safety Checklist for Senior Living Communities

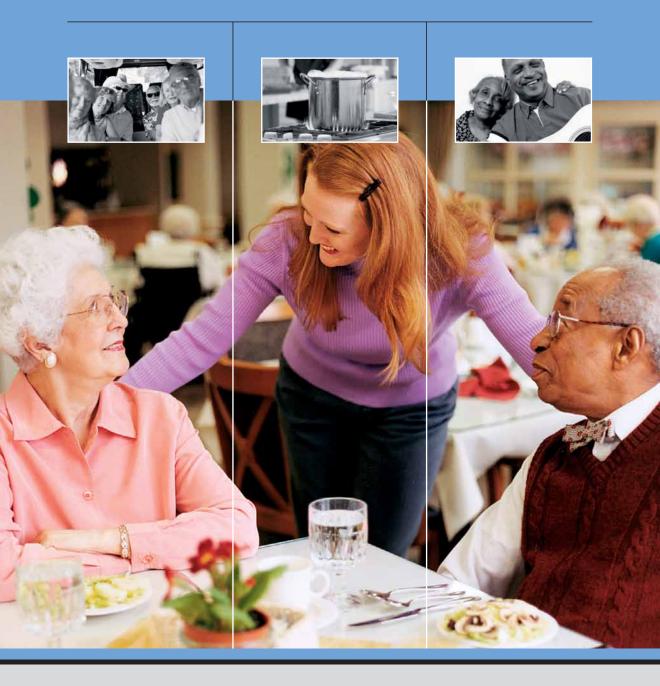




Table of Contents

Risk Management Program	3
Resident Care Systems	5
Employment Practices	10
Buildings and Grounds	13
Kitchen	19
Machinery and Equipment	23
Fire Protection and Prevention	25
Safety and Security	27
Transportation Safety	29
Ergonomic Workstation Analysis	31
Material Handling	32
Internet Resources	35

A few periodic precautions can prevent tragedy.

This Self-Inspection Safety Checklist provides you with a list of risks to consider as you inspect your operation. We have organized it to correspond with areas of concern to make it especially easy to use as you think about and walk through your facility.

An important and often neglected part of self-inspection is making sure there's consistent improvement in areas that need attention. We recommend that you keep a calendar that notes the dates you perform your inspections and includes a timetable for improvements.

Many senior living centers also form a risk management committee to help monitor problem and improvement areas. A regularly scheduled review and report on progress by the committee to your administrative group helps lend authenticity and authority to your efforts.

This checklist is not a certified manual that will guarantee full compliance with federal, state or local regulations. We suggest you use it as one element of your total risk management program to help make your facility a safer, more secure environment for your employees, residents and guests.

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Risk Management Program:

Do you have a formal accident prevention and safety program?

Are there written performance or accountability standards and objectives for all employees to:

- Reduce accidents, injuries and infectionrelated illnesses?
- Enhance workplace health and safety?

Have you established compliance activities and programs?

Have you established a quality improvement program?

Do you have a designated safety committee?

Have you established and posted written safety rules and practices for staff?

Have you established written safety rules and practices for residents that are provided upon admission?

Do you offer safety training and education for staff?

Do you offer safety training and education for residents and families?

Do you conduct regular safety inspections of your facility?

Do you have a process for reporting safety concerns?

Do you have a resident abuse prevention program including misappropriation of resident property?

Is there a resident photograph identification system in place?

If applicable, is consent obtained from the resident or legal representative before photographs are taken?

Have you established a written procedure for a missing resident?

Is an emergency file easily accessible for each resident?

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Safety Tip

Mark areas that "Need Attention" throughout this checklist and establish a program to upgrade these concerns.





Risk Management Program:

Do you have a written policy regarding pets visiting or living at the facility?

Have you developed written disaster preparedness procedures for the following:

- Fires?
- Tornado watches/warnings?
- Evacuation plans?
- Bomb threats?
- Chemical spills?

Do disaster procedures include notification of management staff, families and other authorities as required per state statute?

Do disaster procedures include alternative housing if the facility is uninhabitable?

Do you conduct a comprehensive review of all insurance policies at least annually?

Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
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Safety Tir

Conduct tornado and evacuation practice drills with your staff on a regular basis.

Completed by:	Date:
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Resident Care Systems:

Resident Assessment and Service Planning:

Is there a resident assessment process in place to identify appropriate resident placement and ongoing stay?

Are assessments updated annually or revised in accordance with state requirements?

Does the resident assessment include identification of persons at risk for:

- Falls?
- Elopement/unsafe wandering?
- Weight loss?
- Self-neglect, abuse or exploitation?

Are there written procedures in place to ensure appropriate interventions are implemented for residents found to be at risk for falls, elopement, weight loss or self-neglect?

Is there an established process for communicating to the resident's physician resident health status changes or injuries?

Does the process include communication of changes or injuries to the family or legal representative?

Does your resident admission contract contain full disclosure of the scope of services offered, notification of charges, admission and discharge criteria and the transfer/discharge process?

Is there a system in place to ensure residents are discharged to an appropriate level of care when their needs can no longer be met?

Is the resident assessment used to develop a service plan for each resident?

Are service plans reviewed or revised in accordance with state requirements?

Does the service plan identify the type, amount and frequency of services to be offered each resident?

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Action To Be Taken





Resident Care Systems:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Does the service plan identify safety concerns and planned interventions to minimize risk?	O	O	O	
Is the service plan reviewed with the resident or legal representative?	0	0	0	
Is staff aware of each resident's service plan?	0	0	0	
Is there a monitoring system in place to ensure services are delivered in accordance with the service plan?	0	0	0	
Do you utilize negotiated risk agreements?	0	0	0	
Are the agreements explicit in risk identification and recommended treatment options?	0	0	0	
Are they signed by authorized persons?	0	0	0	
Is resident care staff aware of the negotiated risk agreements for applicable residents?	0	0	0	
Medication Management:				
Are medications administered by staff?	0	0	0	
Are staff members who administer medications qualified per state requirements?	0	0	0	
Do physician orders specify the route, dose and frequency of each medication ordered to be administered?	0	0	0	
Are medications packaged and labeled in a manner to prevent errors?	0	0	0	
Do you track medication discrepancies/errors and take steps to correct them?	0	0	0	
Are medications, including controlled substances, stored in a secure manner and in accordance with applicable regulations?	0	0	0	
Is there a system that ensures an accurate accounting of controlled drug inventory is maintained at all times?	0	0	0	
Are medication inventories routinely inspected for outdates?	0	0	0	
Are multidose vials dated when opened and discarded in accordance with manufacturer recommendations?	0	0	0	

Are medications prepared for each resident immediately prior to the scheduled administration time? (Dose preparation in advance or multidose preparation is unacceptable.)

Are medication reminders offered as a service?

Are staff members who provide the reminders qualified to have access to medications per state regulation?

Is there a method to identify the medications prepared for reminders?

Do you provide medication setup in weekly pill boxes?

Do you require a second staff member to verify that medication setup is completed accurately?

Are residents who desire to self-administer medications allowed to do so?

Are these residents assessed for the ability to safely and accurately self-administer?

Are these residents monitored periodically for compliance with prescribed medications?

Documentation:

Have you established documentation requirements regarding pertinent resident issues, including incidents/accidents, significant weight loss, physical or cognitive changes and communication to the resident's physician, family or legal representative?

Are nursing services provided?

Are physician orders available for each resident who receives nursing services?

Are resident records accessible only to authorized staff and maintained in a confidential manner?

Is a copy of the resident's advanced directive documents maintained in the record?

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Safety Tip

All persons who have contact with residents should wear an identification badge giving their name, title and license or certification.





Resident Care Systems:

Action To Be Taken Needs Not Satisfactory Attention Applicable Is the resident's "Do Not Resuscitate" order O O easily accessible to resident care staff in the event the resident stops breathing? Staffing and Supervision: Is there an established process for internal communication of pertinent resident issues to: • Management staff? O • Other shifts? O • Other departments? റ Is there a system in place to ensure qualified staff is available in sufficient number to meet the scheduled and unscheduled needs of residents at all times? Is there a plan for management coverage O O in the absence of the person with first-line authority and responsibility for the operation of the facility? Is the manager directly responsible for O O O resident care staff available on-site or on call at all times? Is there a system in place to monitor emergency call response time? Is there a system in place to ensure that physician-ordered diagnostic tests are arranged for and completed in a timely Is resident care delivery observed routinely to O O O ensure the resident's rights and preferences are honored? **Illness Prevention:** Do you require that residents have evidence റ of a negative tuberculosis skin test prior to moving into the facility? Do you test residents annually for tuberculosis? Do you offer residents immunizations against seasonal influenza and pneumonia?

Do you offer staff immunizations against seasonal influenza or other strains of influenza in accordance with the Centers for Disease Control and Prevention (CDC) guidelines?

Do you utilize single-use disposable resident care supplies whenever possible?

Do you require resident care staff to use aseptic hand-washing procedures in accordance with the CDC guidelines?

Do you utilize alcohol-based hand sanitizers in accordance with the CDC guidelines?

Is there a system in place to protect residents with immune deficiencies during an influenza outbreak within the community?

Have you developed sanitary linen handling, laundering and storage procedures?

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Safety Tip

Returning personnel who have been diagnosed with a communicable disease should have written approval by a physician or physician's designee.

Completed by:	Date:
Completed by:	Date:
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Date:

Completed by:





Employment Practices:

Are all applicants required to complete an employment application?

Are background checks conducted on all new hires?

Are reference checks obtained on all new hires?

Do you maintain a copy of all reference check contacts?

Are nursing licenses verified before hire?

Are nursing assistant or home health aide certifications verified before hire?

Is there a process in place for maintaining current licenses and certifications for all applicable staff?

Are job descriptions periodically reviewed to ensure:

- Current job duties and responsibilities?
- Job duties and responsibilities in accordance with state nurse practice acts or certified position training curriculums?
- They outline specific job functions that are in compliance with the Americans with Disabilities Act?
- They include lifting requirements if applicable?

Is a signed copy of the current job description maintained in each employee's file?

Are there written procedures in place for disciplinary or termination practices?

Is there a written leave of absence?

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Safety Tip

Professional online screening resources are available at **www.churchmutual.com**.

Action To Be Taken Needs Not Satisfactory Attention Applicable Is an employee handbook provided to each new hire that clearly describes rules regarding the following: • Employee conduct? O O O • Employee grievance procedure? O • Employee evaluation? O • Disciplinary and termination procedure? O • Employee benefits? O • Workers' compensation? റ • Family Medical Leave Act? O Is there a system in place to ensure all new hires receive general and job-specific O Is there a written organizational line of O authority? Do employees receive initial and ongoing training for the following: • Facility policies and procedures? O O O • Proper lifting and prevention of back injuries? O • Basic first-aid procedures? O • Fire prevention? O • Infection control and standard precautions? O Accident prevention? O • Resident rights? O റ Abuse prevention? O O O • Resident privacy and confidentiality? O • Grievance procedures? O O • Exposure control plan? O O O • Disaster preparedness plan? O • Resident care procedures? O O • Nursing care procedures? O • Medication safety? • Ethical resident care planning and delivery? റ Do you maintain records of initial and ongoing റ training for each employee?





Employment Practices:

Are all resident care employees certified in
cardiopulmonary resuscitation and first-aid
procedures?

Are resident care and dietary employees trained in the Heimlich maneuver?

Is staff competency and performance evaluated annually?

Is a copy of each evaluation maintained in the employee's file?

Are employment-related notices posted in a central location for all employees as required by law?

Do you have a procedure for workers' compensation claims management?

Do you offer early return-to-work programs?

Employee Injury Reporting and Investigation:

Is a no-punishment culture maintained to encourage employees to report all workrelated incidents, including near misses and minor accidents?

Are all employee work-related incidents, including near misses, thoroughly investigated and analyzed to identify a potentially unsafe work environment or practice?

Are corrective actions promptly taken when a potentially unsafe work condition or practice is identified?

Do you maintain a log of work-related injuries and illnesses?

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Safety Tin

Caution: Many volunteers will try to do work they're not qualified or fit to do.

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Completed by:	Date:
Completed by:	Date:



Buildings and Grounds:

Exterior:	Satisfactory	Needs Attention	Action To Be Taken	
Are repairs performed promptly?	0	0	0	
Are roofs inspected annually?	0	0	0	
Are chimneys inspected annually?	0	0	0	
Are chimneys covered with a screen to prevent clogging or animal access?	0	0	0	
Are walkways kept clear of loose gravel and other foreign materials?	0	0	0	
Are there any tripping hazards on the sidewalk, lawn or parking lot?	0	0	0	
Are there potholes in the driveways or parking lot?	0	0	0	
Are parking lot traffic signs in good condition and positioned for easy viewing?	0	0	0	
Are there blocks in the parking lot? (These are a major cause of trip-and-fall injuries and should be removed.)	0	0	0	
Are driveway and parking lot chain barriers equipped with reflectors for night visibility?	0	0	0	
Are all parking lot areas, including employee parking, adequately marked and lighted?	0	0	0	
s there exterior dusk-to-dawn lighting on all sides of the building?	0	0	0	
Are all exterior basement window wells covered with a substantial covering or grate that will hold at least 500 pounds?	0	0	0	
s there a wheelchair accessible ramp, and is t inspected routinely?	0	0	0	
Are sidewalks and cement slabs free of raised cracks or chips?	0	0	0	
Are fences in good repair?	0	0	0	
Are trees maintained and located so as not o allow access to upper floor windows or oofs?	0	0	0	



Buildings and Grounds:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Cold-Weather Concerns:				
Is snow removed promptly from entryways, sidewalks and parking lots?	0	0	0	
Are ice and other slick spots treated as soon as possible?	0	0	0	
Are snow and ice removed immediately from areas above doorways and walkways?	0	0	0	
Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?	0	0	0	
Do downspouts direct water over walkways where it can freeze and create a slip-and-fall hazard?	0	0	0	
Do you winterize your plumbing system to prevent frozen or burst pipes?	0	0	0	
Exits:				
Are all exits maintained in good working order?	0	0	0	
Is there a system in place to ensure exit door egress is maintained at all times?	0	0	0	
Do all emergency exits open in an outward direction?	0	0	0	
Are all emergency exit doors equipped with panic hardware?	0	0	0	
Are there two exits, remote from each other, for each level of the building?	0	0	0	
Are all exits marked with a lighted sign and also powered by an emergency source?	0	0	0	
Are exit route maps displayed at regular intervals throughout your facility?	0	0	0	
Are employees trained on exit routes?	0	0	0	
Are residents educated on exit routes?	0	0	0	
Is emergency lighting tested regularly?	0	0	0	
Is it a policy to replace backup batteries in exit signs and emergency lights once a year?	0	0	0	
Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?	0	0	0	

Stairways:

Are steps designed or provided with a surface that is slip resistant?

Are standard handrails on all stairways with four or more steps?

Are stairway handrails located between 34 and 38 inches above the leading edge of stair treads?

Do stairway handrails have at least 2-1/4 inches of clearance between the handrails and the wall or surface they are mounted on?

Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?

Are handrails routinely inspected to ensure they are smooth and securely fastened?

Where stairs or stairways exit directly into any area where vehicles might be operated, are adequate barriers and warnings provided to prevent employees, residents or visitors from stepping into the path of traffic?

If there is a rise in concrete at entranceways, is it identified to prevent trips and falls?

Is there proper illumination on stairways and access to light switches on both levels?

Electrical/Plumbing:

Is the proper size breaker used for each circuit in the breaker panel?

Are circuits identified on breaker panel cover?

Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Is a minimum 3-foot clearance between electrical panels and combustible storage materials being maintained?

Are electrical enclosures, such as switches, receptacles and junction boxes, provided with tight-fitting covers or plates?

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Safety Tip

Low light bulbs in storage areas are an injury and fire hazard and should be protected with wire basket guards.





Buildings and Grounds:

Are electrical outlets located near water equipped with Ground Fault Circuit Interrupter (GFCI) type receptacles?	Satisfactory	Needs Attention	Applicable	Action To Be Taken
Do you have surge protection for your electrical system?	0	0	0	
Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (T-type and multiadapters are unacceptable.)	0	0	0	
Is temporary electrical wiring running through hidden spaces, walls or wall openings, such as doors or windows?	0	0	0	
Are there any splices or signs of deterioration?	0	0	0	
Are extension cords being used in place of permanent electrical wiring and outlets? (This is unacceptable.)	0	0	0	
Are electrical appliances and equipment grounded?	0	0	0	
Are power cords for appliances or extension cords frayed, cracked or dried out?	0	0	0	
Are lightning protection systems in place?	0	0	0	
On older systems, do wires run directly into the ground?	0	0	0	
Do you test, clean and treat closed-loop hot water heating systems routinely?	0	0	0	
Do you clean and sanitize condensate drains routinely?	0	0	0	
Do you descale and test humidifiers routinely?	0	0	0	
Are all employees trained on the location	0	0	0	
and operation of water shut-off valves?				
Heating, Cooling and Water Heaters:				
Is the furnace/boiler room being used for	0	0	0	
storage of combustible materials? (This is				
unacceptable.)				
Are all heating and ventilation ducts cleaned periodically?	0	O	O	
portosituity.				

Safety Tin

Time your annual inspections so they occur just prior to heating and cooling seasons.

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is the interior air quality tested periodically?	0	0	O	
Is the carbon monoxide detector system tested at least quarterly?	0	0	0	
Are heating and air-conditioning systems inspected at least annually by a qualified contractor?	0	0	0	
Are filters changed in accordance with manufacturer instructions?	0	0	0	
Is routine maintenance completed in accordance with manufacturer recommendations?	0	0	0	
Are boilers and hot water heaters equipped with a pressure and temperature relief valve?	0	0	0	
Resident Rooms/Common Areas:				
Are resident apartments inspected routinely?	0	0	0	
Do you monitor the use of extension cords and T-type or multiadapters in wall outlets?	0	0	0	
Do you prohibit the use of throw rugs that could be trip hazards?	0	0	0	
Do you inspect electrical appliances, such as refrigerators and microwaves, for proper function and cords in good condition?	0	0	0	
Do you monitor signs of insect or rodent infestation?	0	0	0	
Is there a system in place to ensure that residents' personal electrical appliances, such as toasters, razors or hair dryers, have cords in good condition?	0	0	0	
Are grab bars installed in resident bathrooms?	0	0	0	
Are grab bars coated to ensure good grip?	0	0	0	
Are grab bars inspected routinely to ensure they remain securely fastened?	0	0	0	
Are automatic door closures installed on apartment entrance doors?	0	0	0	
Are they inspected routinely to ensure they are functioning properly?	0	0	0	
Can closure time be adjusted to ensure safe entrance/exit for each resident independently?	0	0	0	





Buildings and Grounds:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you test hot water temperatures in apartments and public restrooms at routine intervals?	0	0	O	
Does staff test hot water temperatures before a resident with cognitive impairment gets into a bathtub or shower?	0	0	0	
Do bathtubs or showers have slip-resistant surfaces?	0	0	0	
Do you use nonskid wax on floors?	0	0	0	
Is there a system in place to ensure the resident emergency call system is functioning properly at all times?	0	0	0	
Is the emergency call signal easily identified by staff, including the location where assistance is needed?	0	0	0	
Is there a system in place to ensure corridors remain unobstructed at all times?	0	0	0	
Are corridors equipped with curved mirrors at blind corners?	0	0	0	
Is the same commercial no-pile carpeting used in all carpeted areas?	0	0	0	
Do you ensure area rugs have a nonskid backing?	0	0	0	
Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping?	0	0	0	
Are rugs, carpets and floor tiles promptly repaired?	0	0	0	
Are "walk-off" mats used at all entrances to collect grit, water, ice and snow?	0	0	0	
Are the mats cleaned frequently?	0	0	0	
Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence?	0	0	0	
Is there an emergency exit from the kitchen to the outside of the building?	0	0	0	

Audiovisual equipment on moveable carts should be strapped down to prevent tipping.

 Completed by:
 Date:

 Completed by:
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 Completed by:
 Date:



Kitchen:

	Satisfactory	Needs	Not Applicable	Action To Be Taken
Is the kitchen exit located away from the potential source of a fire?	O	O	O	
Is the kitchen fire extinguisher mounted on a wall near an outside exit?	0	0	0	
Is the fire extinguisher a Type K?	0	0	0	
Are appliances, walls, floors, etc., free of grease accumulation?	0	0	0	
Is cooking equipment installed on a noncombustible floor surface with adequate clearance from combustible materials?	0	0	0	
Are exhaust hoods equipped with removable filters, and are explosion-proof lights installed above the cooking equipment?	0	0	0	
Are the hoods, filters and exhaust ducts cleaned on a regular basis?	0	0	0	
Is your hood fire suppression system inspected and date tagged at least annually by a certified contractor?	0	0	0	
Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?	0	0	0	
Are refrigerator motors, cooling coils and compressors free of combustible materials and cleaned regularly?	0	0	0	
Is your kitchen area protected with heat detectors?	0	0	0	
Do walk-in coolers and/or freezers have safety handles?	0	0	0	
Are proper containers used for food waste accumulation?	0	0	0	
Are waste containers emptied immediately when filled?	0	0	0	
Is garbage removed from the building after each meal?	0	0	0	
Are garbage containers located away from the building?	0	0	0	
Are nonslip floor mats located in front of all working areas that are near sources of water?	0	0	0	
Is a first-aid kit kept in the kitchen?	0	0	0	
Is there a flashlight readily available?	0	0	0	





Kitchen:

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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are pads and mitts readily available for handling pots and pans?	0	0	O	
Is a mop conveniently located to quickly clean up spills?	0	0	0	
Is pest control done on a regular basis by a professional service?	0	0	0	
Automatic Dishwashers:				
Is mechanical dishwashing equipment in good repair?	0	0	0	
Are temperature gauges working properly?	0	0	0	
Is a hot water temperature requirement maintained?	0	0	0	
Is hot water temperature monitored and documented daily?	0	0	0	
Cleanup:				
Are knives, cutting blades and other tools washed separately from other utensils?	0	0	0	
Is there an adequate quantity of hot water for washing dishes by hand?	0	0	0	
Is there a sanitizing test kit provided and used?	0	0	0	
Are dishwashing detergent and chemical containers labeled?	0	0	0	
Food Preparation and Serving:				
Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break?	0	0	0	
Is there a procedure for sanitizing all food contact surfaces before and after food preparation?	0	0	0	
Do you require dietary staff to use aseptic hand-washing procedures in accordance with the Centers for Disease Control and Prevention (CDC) guidelines during food preparation and serving?	0	0	0	
Do you utilize hand sanitizers that are labeled as safe for use in contact with food?	0	0	0	

Is there a procedure to ensure hands do not come in direct contact with exposed, readyto-eat foods, i.e., donning single-use gloves and use of deli tissue, spatulas or tongs?

Do you use pasteurized eggs or egg products to prepare certain recipes that do not require cooking, i.e., Caesar salad, hollandaise sauce, etc.?

Do cooks have access to safe cooking and holding times at specified temperatures when preparing raw animal foods, i.e., eggs, fish, meat, poultry and foods containing these products?

Are raw animal food products prepared in an area separate from other foods?

Are hot and cold food temperatures recorded prior to serving?

Are hot and cold food temperatures monitored during meal serving times?

Are thermometers tested for accuracy and calibrated routinely?

Is there a system in place to ensure that prepared food is covered to prevent contamination during transport to remote serving areas, i.e., dining rooms on special units or other floors?

Do you have written guidelines that specify health situations that prevent employees from working with food and food products?

Are employees trained on the guidelines?

Do you restrict nondietary employees from entering food preparation and serving areas?

Do you monitor the use of proper hair and beard restraints?

Are Kevlar® or other cut-resistant gloves required to be worn when using knives?

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Safety Tip

Periodically check your first-aid kits to make sure they're fully equipped with fresh supplies.





Kitchen:

Food Storage:

Are refrigerator and freezer temperatures monitored daily?

Are foods covered and dated during cold food storage?

Is there a procedure in place for safe food chilling?

Is there a procedure for logging and discarding refrigerated ready-to-eat, potentially hazardous food?

Are meat products stored on the bottom shelves of refrigerators with a tray below to catch drippings?

Are canned and dry food stocks rotated to ensure product shelf life is minimal?

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Safety Tip

Keep hot foods hot and cold foods cold. The "danger zone" is the range between 40°F and 140°F.

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Machinery and Equipment:

	Satisfactory	Needs	Not	Action To Be Taken
Are lawn mowers and all gasoline-powered equipment stored in a detached storage building?	O	O	O	
Is limited storage of flammable and combustible materials in accordance with the National Fire Protection Association (NFPA) Standard 30 or local ordinances?	0	0	0	
Are ladders maintained and in good condition at all times?	0	0	0	
If a ladder is being used to gain access to a roof or upper platform, does it extend at least 3 feet above the point of support?	0	0	0	
Are metal ladders prohibited from use in areas containing electrical current?	0	0	0	
Are ladders equipped with nonslip safety feet?	0	0	0	
Are ladders stored indoors or otherwise protected from the elements?	0	0	0	
Are all power and hand tools kept in good condition with regular maintenance?	0	0	0	
Are power tools with hazardous moving parts equipped with proper guarding?	0	0	0	
Are drive sheaves, belts, pulleys and other moving parts of heating, cooling, elevator or other equipment properly guarded to prevent contact?	0	0	0	
Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices?	0	0	0	
Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members involved in maintenance and lawn care?	0	0	0	
Are workers required to wear eyewear and hearing protection?	0	0	0	
Are point-of-operation guards in place?	0	0	0	
Is the mechanical power transmission apparatus adequately guarded?	0	0	0	
Are saws and other woodworking equipment provided with blade guards and safety devices?	0	0	0	





Machinery and Equipment:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are powered and nonpowered hand tools in good condition?	0	0	0	
Are powered hand tools electrically grounded?	0	0	0	
Are the grinder tool rests and tongue guards adjusted?	0	0	0	
Is compressed air used for cleaning regulated to less than 30 psi?	0	0	0	
Do floor stand-mounted air circulation fans have blade guards?	0	0	0	
Are elevators routinely serviced and inspected by a qualified contractor according to state guidelines?	O	0	0	

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Fire Protection and Prevention:

	Satisfactory	Needs	Not .	Action To Be Taken
Do you have a fire prevention plan?	O	Attention	Applicable	
Are fire doors in good operating condition and unobstructed, including their counterweights?	0	0	0	
Are all fire extinguishers checked monthly by staff?	0	0	0	
Are all fire extinguishers properly mounted on a wall in a conspicuous location?	0	0	0	
Are specifically hazardous areas, such as the furnace/boiler room (Type ABC) or kitchen (Type K) equipped with a proper fire extinguisher in accordance with National Fire Protection Association (NFPA) standards?	0	0	0	
Is each floor level (including balconies) equipped with a proper fire extinguisher (Type ABC)?	0	0	0	
Are fire extinguishers placed so the maximum travel distance does not exceed 50 feet?	0	0	0	
Are employees periodically instructed in the proper use of extinguishers and fire protection procedures?	0	0	0	
Do you have a fire alarm system?	0	0	0	
Is the fire alarm system inspected at routine intervals?	0	0	0	
Does it include inspection of the fire suppression system in the kitchen?	0	0	0	
Is the sprinkler system inspected at routine intervals?	0	0	0	
Are automatic sprinkler system water control valves and air and water pressure levels checked weekly or periodically as required?	0	0	0	
Are all living units equipped with early-warning smoke detectors?	0	0	0	
Are all smoke detectors hard-wired into the electrical system and equipped with battery backup?	0	0	0	
Are fire drills conducted at routine intervals?	0	0	0	

Safety Tip

Rags and paper towels containing flammable or combustible liquids should be separated from other trash.





Fire Protection and Prevention:

Satisfactory	Needs Attention		Action To Be Taken
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Safety and Security:

B				
Are security measures in place to prevent unauthorized entrance?	Satisfactory	Needs Attention	Applicable O	Action To Be Taken
Do the measures include a sign-in process for outside service vendors, i.e., home health personnel, medical equipment service staff, beautician, etc.?	0	0	0	
Do you require independent contractors to provide a certificate of insurance?	0	0	0	
Is a record kept of individuals who have a key or access card?	0	0	0	
Are locks and safe combinations changed when employees who have had access are discharged?	0	0	0	
Is there a system in place to ensure that keypad codes are distributed to authorized persons only?	0	0	0	
Are keypad codes changed on a routine basis?	0	0	0	
Do you utilize codes that avoid a pattern on the keypad?	0	0	0	
Are all exit doors equipped with an alarm system?	0	0	0	
Is the alarm audible to staff at all times?	0	0	0	
Does the alarm system automatically detect alarm tampering?	0	0	0	
Is the alarm system checked periodically to ensure proper function?	0	0	0	
Do you monitor staff response to door alarms?	0	0	0	
Are grade-level and basement windows protected with window locks, wire mesh or bars?	0	0	0	
Are grade-level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?	0	0	0	
Are all windows in resident-accessible areas equipped with a means to control opening to a maximum of 6 inches?	0	0	0	

Safety Tip

All exterior doors should be equipped with nonremovable hinges to prevent unauthorized access.





Safety and Security:

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Transportation Safety:

All Vehicles:

Are only qualified, properly licensed adults operating all vehicles?

Are drivers who transport residents off-site properly licensed in accordance with state requirements?

Is a copy of each driver's license kept on file?

Is a minimum age of 21 set for all drivers?

Have motor vehicle records of all drivers been checked for moving violations within the past three years? (A clean personal driving record is a must.)

Are all drivers subject to a criminal background check and random drug tests?

Are all vehicles systematically inspected?

Are written repair and maintenance records kept for each vehicle?

Are manufacturer's recommended maintenance schedules followed or exceeded?

Do drivers perform a pretrip and posttrip inspection, documenting vehicle condition, any mechanical problems and odometer readings before and after trips?

Are drivers who operate buses or vans used to transport residents trained in vehicle operation, passenger assistance to enter and exit and emergency procedures?

Are drivers who operate specially-adapted wheelchair accessible buses or vans trained in lift operation, safety belts and all aspects of safe wheelchair-bound passenger transport?

Are regular bus or van evacuation drills being conducted?

Do you have a written policy banning the use of cellphones and other mobile devices while operating motor vehicles?

tisfactory	Needs Attention	Not Applicable	Action To Be Taken
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Action To Be Taken

Safety Tip

15-passenger vans carrying 10 or more passengers are nearly three times more likely to roll over than when carrying five or less.

Use special care.





Transportation Safety:

		NI I.	Militar	Action To Bo Tales
Owned Vehicles:	Satisfactory	Attention	Not Applicable	Action To Be Taken
Is the use of owned vehicles restricted to official business or activities?	0	0	0	
Do buses and vans comply with state requirements for lights and equipment?	0	0	0	
Are vehicles routinely inspected by a competent mechanic?	0	0	0	
Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior?	0	0	0	
Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended?	0	0	0	
Are drivers instructed that under no circumstances can a nonauthorized person drive the vehicle?	0	0	0	
Are the driver and all passengers required to wear seat belts? (Buses are excluded.)	0	0	0	
Nonowned Vehicles: Have all employees and volunteers who use their personal vehicle for your business operation purposes been informed that their liability and physical damage coverage is primary and nonowned automobile liability is secondary with no coverage for physical damage?	0	0	0	
Do you require these individuals provide proof of insurance with adequate liability limits?	0	0	0	
Do you maintain copies of current proof of insurance certificates in a file?	0	0	0	
If someone's vehicle does appear unreliable, is it still being used for your business operation purposes?	0	0	0	

Completed by:	Date:
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Ergonomic Workstation Analysis:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do working spaces allow for a full range of work movements?	0	0	0	
Are mechanical aids and equipment provided where feasible?	0	0	0	
Are work surfaces at proper heights and adjustable?	0	0	0	
Can work surfaces be tilted or angled?	0	0	0	
Are workstations designed to minimize or eliminate:				
• Twisting at the waist?	0	0	0	
• Bending at the waist?	0	0	0	
• Extension of the arms?	0	0	0	
• Elevation of the elbows?	0	0	0	
• Reaching above the shoulder?	0	0	0	
• Static muscle loading?	0	0	0	
• Bending or twisting of the wrists?	0	0	0	
Do employees have the option to vary their posture?	0	0	0	
Are employees' hands or arms subjected to pressure from sharp objects on work surfaces?	0	0	0	
Are arm and foot rests provided where needed?	0	0	0	
Is the floor surface irregular, slippery or sloping?	0	0	0	
Are cushioned floor mats provided for workers who are required to stand for long periods?	0	0	0	
Where chairs or stools are provided, are they easily adjustable and suited to the task?	0	0	0	
Is adequate lighting available in all work areas?	0	0	0	
Is direct, nonglare lighting available in all areas where medications are prepared for administration?	0	0	0	
Are employees trained in safe operation of mechanical aids, tools and other equipment?	0	0	0	
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Establish a preventive maintenance program for mechanical aids, tools and other equipment.



Material Handling:

Lifting:

Are weight(s) to be handled excessive?

If so, can they be reduced?

Is the distance between the object and the body minimized?

Are walking surfaces:

- Level?
- Wide enough?
- Clean?
- Dry?
- Visible?

Are working surfaces adjustable for optimal handling heights?

Are objects to be moved:

- Difficult to grasp?
- Unstable?
- Awkward?
- Slippery?

Are there handholds on these objects?

Is help available for heavy or awkward lifts?

Is there enough room to maneuver?

Does the employee have an unobstructed view of handling the task?

Can mechanical devices be employed?

Are the following avoided in material handling:

- Movements below knuckle height?
- Static muscle loading?
- Movements above shoulder height?
- Sudden movements during handling?
- Excessive reaching?

Are distances that materials are moved minimized?

atisfactory	Needs Attention	Not Applicable	Action To Be Taken
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0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	
0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0	
0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	

Safety Tip

Lift with your knees. Lower back injuries account for 20% of workers' compensation claims.

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are high rates of repetition avoided by:				
• Job rotation?		0	0	
• Job enlargement?		0	0	
• Self-pacing?		0	0	
• Sufficient rest pauses?		0	0	
Are pushing or pulling forces reduced or eliminated?	0	0	0	
Are gloves required?	0	0	0	
Are proper sizes available?	0	0	0	
Are nonallergenic ones available?	0	0	0	
Is proper footwear required?		0	0	
Are employees trained in correct handling and lifting procedures for their specific jobs?	0	0	0	
Is furniture placement in resident units evaluated to enhance the resident's ability to bear weight during surface transfers? (The goal is to reduce weight-bearing assistance from staff.)	0	0	0	
Biohazardous Waste:				
Are potentially hazardous substances secured at all times?	0	0	0	
Are potentially hazardous substances stored in properly labeled containers?	0	0	0	
Are Material Safety Data Sheets (MSDS) available for all potentially hazardous substances?	0	0	0	
Is this information easily accessible to employees throughout the facility?	0	0	0	
Is MSDS information reviewed periodically to ensure it reflects all current products in use?	0	0	0	
Are all collection and storage areas for biohazardous waste or Other Potentially Infectious Material (OPIM) identified with the biohazardous waste symbol?	0	0	0	





Material Handling:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are all collection containers or bags:				
• Closable?		0	0	
 Constructed to contain all contents and prevent leakage? 	0	0	0	
• Appropriately labeled or color-coded?	0	0	0	
Are contaminated sharps disposed of immediately?	0	0	0	
Do you educate residents who self-perform capillary blood glucose tests and/or self-administer insulin about safe disposal of contaminated sharps in puncture-resistant, leak-proof containers labeled as biohazardous waste?	0	0	0	
Is an emergency eyewash station easily accessible to employees in the event of accidental eye splash by fluids contaminated with blood or OPIM?	0	0	0	
Is Personal Protective Equipment (PPE) easily accessible to all employees at no cost to them?	0	0	0	
Are employees trained in appropriate use and proper disposal of PPE in accordance with the Occupational Safety and Health Administration (OSHA) exposure control guidelines?	0	0	0	
Is there a procedure in place for transporting, handling and laundering linen contaminated with blood or OPIM?	0	0	0	
Is there a procedure in place for postexposure to blood or OPIM follow-up?	0	0	0	
Do you offer the Hepatitis B vaccination series to employees?	0	0	0	

Date: _

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34

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Internet Resources:

American Association of Occupational Health Nurses Inc	www.aaohn.org
American Conference of Governmental Industrial Hygienists	www.acgih.org
American Industrial Hygiene Association	www.aiha.org
American National Standards Institute	www.ansi.org
American Red Cross	www.redcross.org
ASTM (testing and materials) International	www.astm.org
American Society of Heating, Refrigerating and Air-Conditioning E	ingineers Incwww.ashrae.org
American Society of Safety Engineers	www.asse.org
Board of Certified Safety Professionals	www.bcsp.org
Bureau of Labor Statistics	www.bls.gov
Centers for Disease Control and Prevention	www.cdc.gov
Department of Homeland Security	www.dhs.gov
Ergoweb	www.ergoweb.com
Federal Bureau of Investigation	www.fbi.gov
Federal Emergency Management Agency	www.fema.gov
Food Safety and Inspection Service (USDA)	www.fsis.usda.gov
Humantech Inc.	www.htec.com
Institute of Noise Control Engineering of the USA	www.inceusa.org
Insurance Committee for Arson Control	www.arsoncontrol.org
Insurance Institute for Highway Safety	www.iihs.org
Lightning Protection Institute	www.lightning.org
National Fire Protection Association	www.nfpa.org
National Highway Traffic Safety Administration	www.nhtsa.gov
National Institutes of Health	www.nih.gov
National Safety Council	www.nsc.org
National Weather Service	www.weather.gov
Occupational Safety and Health Administration	www.osha.gov
Underwriters Laboratories Inc.	www.ul.com
United States Consumer Product Safety Commission	www.cpsc.gov
United States Department of Homeland Security	www.dhs.gov
United States Department of State (Travel Warnings)	www.travel.state.gov
United States Environmental Protection Agency	
United States Fire Administration	www.usfa.fema.gov



Preventing Accidents and Tragedies, One Step at a Time.

This booklet covers a great many areas of concern and can at first seem very challenging. However, the sooner you start on a routine inspection program, the safer and more secure your facilities will be.

The checklist is based on safety studies and actual claims submitted to Church Mutual and can help you eliminate hazards that might lead to costly property loss, personal injury and legal action.

Additional safety materials are available to our customers at no charge and can be found on our website at **www.churchmutual.com**. It's just another service you can expect from the company that has been protecting senior living communities and apartments for the elderly for more than 40 years — *Church Mutual*.



Listening. Learning. Leading.®

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For more information, contact info@churchmutual.com.

Para obtener asistencia inicial en español puede telefonear al (800) 241-9848 o enviar un correo electrónico a la dirección espanol@churchmutual.com.