

### Add Audit

Audit Info	
Category:	Other
Department:	REHS
Building:	Rutgers Environmental Health & Safety REHS
Date:	<input type="text"/> <input type="text"/> <input type="text"/>
Auditor:	Tracy Pfromm
Room(s):	All
Response Required:	<input type="text"/>
Response Received:	<input type="text"/>

Contacts		
Name	E-Mail	Title

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**Clinical** Chemo Dental Comments

Documentation	Yes	No	Cor	NA
#1) Is a completed bloodborne pathogens exposure control plan available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#2) Is a TB infection control plan available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#3) Are current SDS's available for all chemicals used in the clinic/clinical laboratory?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Training	Yes	No	Cor	NA
#4) Have newly hired clinical personnel been instructed to complete the online Clinical Health and Safety training upon hire?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#5) Have clinical personnel been instructed to complete the online Clinical Health and Safety training annually?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#6) Are clinical personnel who ship or prepare for shipment chemicals, biologicals and/or dry ice up to date on required DOT/IATA Training for Hazardous Materials/Dangerous Goods? Check for their certificate of course completion or other documentation of training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Engineering Controls	Yes	No	Cor	NA
#7) Are sharps devices with integrated safety mechanisms used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#8) Are sharps devices being disposed of without recapping or bending?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#9) Are needle guards (e.g., Point-Loks) used for sharp devices without commercially available safety features?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#10) If an autoclave is used for sterilizing instruments, is there a program in place to ensure proper operation (i.e., spore testing)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#11) Are specimen containers utilized when carrying sharp instruments over long distances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Infection Control	Yes	No	Cor	NA
#12) Are cough-inducing procedures conducted inside isolation rooms, where applicable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#13) Is an appropriate disinfectant used for daily surface cleaning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#14) Is the required equipment to perform hand hygiene available? (e.g., sinks are working and have soap and water, hand sanitizing dispensers are properly filled).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#15) Is food and drink consumption/storage prohibited where reagents, medications, patient samples are stored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#16) Are triage instructions for the proper management of symptomatic TB patients available in the clinical area (e.g., Appendix C of the TB Infection Control Plan)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#17) Is TB surveillance provided to clinical staff on an annual basis?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#18) Is a disinfection log maintained for clinical equipment such as microscopes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#19) Is clean laundry kept separate from contaminated laundry?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Security	Yes	No	Cor	NA
#20) Are syringes secured in a locked area (drawer, closet)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Personal Protective Equipment(PPE)	Yes	No	Cor	NA
#21) Is eye protection worn during procedures that pose splash hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#22) Are non-latex or non-powdered latex gloves provided for procedures with potential exposure to blood or body fluids?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#23) Are clinical personnel who wear respiratory protection enrolled in the Respiratory Protection Program (this includes medical clearance, training and fit testing)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#24) Is documentation available in the clinic for medical evaluations and fit testing for respirator wearers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#25) If applicable, are only NIOSH approved respirators (N95 or N100) available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Egress/Emergency Equipment	Yes	No	Cor	NA
#26) Have all employees been instructed in the University's Emergency Action Plan (medical/police emergencies)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#27) Are emergency phone numbers listed on or near telephones?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#28) Are all exits, doorways, aisles (at least 36" wide), and hallways free of impediments or obstructions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#29) Have all personnel been instructed as to the location(s) of emergency exits, fire alarm pull stations, fire extinguishers, safety showers, and eyewash stations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#30) Are all fire extinguishers accessible, properly mounted, fully charged, inspected yearly, and appropriate for application?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#31) Are the safety showers (w/in 25 ft. of clinic), accessible (not impeded or obstructed) and inspected yearly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#32) Are eyewashes stations properly maintained (e.g., unobstructed, monthly flush log maintained) in areas where procedures with the potential for eye/face splash are conducted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#33) Are employee incidents (e.g., spills, injuries) documented on the RU Accident Database ( <a href="https://myrehs.rutgers.edu/accident/main_menu.php">https://myrehs.rutgers.edu/accident/main_menu.php</a> )?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#34) Do the spill kits contain disinfectant, or appropriate absorbant material, and appropriate items to clean up broken glassware/ culture items (such as a brush and dustpan, tongs or forceps)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Safety Concerns	Yes	No	Cor	NA
#35) Are gas cylinders properly secured, segregated, used, and stored in well-ventilated areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#36) Is all permanent equipment plugged directly into an electrical outlet without the use of extension cords?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#37) Are all electrical cords in good condition, free of frayed ends, splices and tears?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#38) Is the area free of portable space heaters and devices with open heating elements (e.g. toasters, toaster ovens, halogen floor lamps)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#39) Is the clinic free of excess clutter and the floor maintained in a clean, dry condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Universal Waste	Yes	No	Cor	NA
#40) Are lamps (fluorescent, mercury vapor, sodium, neon, metal halide), rechargeable batteries, consumer electronics, and mercury containing thermostats collected for proper disposal?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#41) Are universal wastes properly labeled with an RU Universal Waste label?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#42) Are universal wastes properly sorted and stored as per the RU Universal Waste Policy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#43) Are universal wastes stored for less than one year (containers should be dated)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Chemical Safety	Yes	No	Cor	NA
#44) Are reagents used before their expiration date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#45) Are formalin containers kept closed when not in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#46) Are old/ unwanted containers of formalin disposed as hazardous waste through REHS?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#47) Are cidex solutions kept covered?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#48) Has REHS been consulted regarding the use of glutaraldehyde-containing Cidex?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#49) Has cidex been replaced by a non-glutaraldehyde based product if approved by the instrument manufacturer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#50) Are cidex solutions disposed of through REHS when expired and a disposal log maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#51) Are chemical containers, or hazardous product containers labeled with chemical names and CAS numbers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Chemical Waste	Yes	No	Cor	NA
#52) Is Hazardous waste properly collected for disposal and stored in a Satellite Accumulation Area (SAA)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#53) Is Hazardous waste properly labeled with a Rutgers Hazardous Waste label or have the words Hazardous Waste written on the original manufacturers container?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#54) Are Hazardous waste containers in good condition, maintained closed, compatible with the contents, properly segregated by compatibility, stored in secondary containment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#55) Are expired/ unwanted medications being disposed of according to RU Medication Disposal Guidelines?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#56) Is radioactive waste being properly managed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Mercury	Yes	No	Cor	NA
#57) Are mercury levels in sphygmomanometers routinely checked to ensure no leakage has occurred?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#58) Are mercury sphygmomanometers located in an area designed to prevent them from being overturned? Are procedures in place in case these machines overturn and the clinic needs to be evacuated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#59) Are non-mercury thermometers used to ensure their refrigerators that store drugs that are properly functioning?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Regulated Medical Waste (RMW)	Yes	No	Cor	NA
#60) Are regulated medical waste containers rigid, leak-proof, lidded and lined with a red, plastic bag.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#61) Do regulated medical waste containers have lids (closed) and labels containing the biohazard symbol and the word biohazard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#62) Are regulated medical waste containers covered, dry, not leaking, and not overfilled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#63) Are loose sharps (i.e., not in a sealed sharps container) or restricted waste (i.e., chemical, radiological) NOT found in regulated medical waste containers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#64) Are regulated medical waste containers inspected? Are inspections documented in the self inspection checklist?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#65) Are clinics decontaminating potentially infectious waste (BSL2 and higher, or recombinant materials) by autoclave or chemical disinfection with an appropriate disinfectant prior placing it in medical waste bins/boxes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#66) Are sharps containers used correctly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#67) Are sharps containers appropriately secured?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#68) Are wastes properly segregated (i.e. general trash from RMW)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#69) Is RMW being disposed of in a timely manner (before 1 year or before emitting an odor)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
#70) Are departments maintaining the copies of the RMW tracking form?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>