

Allied EMS Systems, Inc.

MONTHLY SAFETY CHECKLIST

AISLES

- clearly marked
- aisles clear
- sufficiently wide for material or pt. handling

BUILDING EXTERIOR

- no defective overhanging cornices, parapets, gutters or tiling
- no loose bricks or cement on chimneys, walkways or driveways

OXYGEN TANK STORAGE (OR ANY COMPRESSED GASES)

- special storage area away from heat sources
- stored upright and chained to prevent falling over
- contents legibly marked and segregated by item caps hand tight
- Staff is properly trained in changing tanks

EMPLOYEE WORK PRACTICES

- no baggy clothing, flyaway hair, or dangling jewelry
- ankle high boots suitable for the work environment
- no evidence of employee overexertion or potential for repetitive motion injury

EXITS AND EMERGENCY PREPAREDNESS

- adequate number of exits for emergency escapes
- no locked or barred exits restricting escapes
- emergency exits adequately illuminated
- exterior exit surfaces clear for prompt exit
- flammable materials removed from exit areas
- exterior exit doors open outward to flat surface
- written & posted emergency evacuation plan with exit map for all areas

FIRE PROTECTION

- fire equipment of proper type & size
- master controls valves for sprinklers locked and accessible
- fire drills held regularly
- Check fire extinguishers for date/charge/maintenance
- sprinkler heads have adequate clearance from stacked materials or equipment

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MONTHLY SAFETY CHECKLIST, p. 2

FLOORS

- no slip, trip or fall hazards
- apertures or openings enclosed, not covered
- clean, orderly and free of oil or grease hazards
- grates over floor drains- nonskid surfaces wherever possible

HAND AND PORTABLE TOOL AND EQUIPMENT

- electrically grounded
- proper general condition of connecting cord/ tool/ air hoses
- tradesman, mechanics & helpers properly trained in operation of equipment

LADDERS

- safety feet in good operable condition
- clean rungs, unpainted
- no metal or aluminum ladders at one time
- only one person on a ladder at one time
- tied at top & properly positioned
- if used above roof, 3 foot extension above roof level
- danger tags available for defective ladders

OFFICES

- no holes or depressions in floors
- rugs in hallways or offices are free of holes, tears
- no electrical equipment cords stretched across walkways
- stairwells & exits are properly lighted
- light switch & cover plates in place
- no unsafe ladders or trolleys
- general housekeeping is good
- no top-heavy filing cabinets
- lifting, including opening windows, is performed safely
- correct use of pins, knives, cutters or staplers
- no fire hazards from cigarette butts
- safe storage of flammables
- glass doors either have frosted or have lettering or decals
- no splinters in furniture or accessories
- persons trained in the hazard communication standards
- first aid facilities
- electrical fans properly guarded
- adequate ventilation

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PERSONAL PROTECTIVE EQUIPMENT

- used when appropriate
- gloves or palm guards properly chosen for each job
- eye or face protection properly selected for each job

- head protection properly selected for each job
- foot protection properly selected for each job
- safety belts properly chosen for the job if required
- eye baths & showers readily available & accessible
- sharps containers in good condition & not too full

POTENTIALLY HAZARDOUS CHEMICALS

- MSDS's available for all chemicals or federally listed hazardous materials
- written hazard communication program prepared & available
- employees trained in proper handling of each chemical
- labels on all suppliers drum & chemicals
- adequate storage cabinets provided with proper venting
- proper absorbent materials on hand for spills
- containers inspected for corrosion
- proper labeling of substances in containers not made for that material

POWER SYSTEMS-ELECTRICAL

- electrical control panels clearly identified & secured
- only certified electrical specialists have access to panels
- grounding tested
- explosion-proof fixtures in designated areas
- flexible extension cords free of fraying & splices

STAIRS

- uniform height & tread dept.
- grating type tread on exterior stairs at least 22 inches wide
- sturdy railing on all open sides
- no storage of material on stairs
- proper lighting on the stairs
- no worn or damaged stair treads

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GARAGE

- doors locked
- free of spills
- no flammable substances near ambulances
- lights working
- proper number of fire extinguishers and not expired
- Doorways free of clutter

DRUG CABINETS (AMBULANCE &/OR STORAGE)

- locked
- key not in plain view
- no expired drugs
- cabinet in proper working order

AMBULANCE

- no food or drink found in patient compartment
- doorway free of clutter
- sharps in proper location
- heavy equipment secured
- oxygen tanks properly secured
- windows clean & free of cracks
- no loose electrical wires

AMBULANCE DECONTAMINATIONS

- done bi-weekly
- proper decontamination solution used
- properly documented
- decontamination solution available in each ambulance

SUPPLIES

- all required PPE in stock
- adequate supply of PPE
- no expired equipment
- next to expire in front
- adequately marked
- controlled equipment locked

DISINFECTING AREA

- appropriate disinfectant used
- all disinfectants in sealed containers
- area marked with bio-hazard tags
- disinfecting gloves in good shape

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DISPOSAL AREAS

- waste baskets not overflowing
- controlled waste properly disposed of
- containers in good condition
- adequate amount of bags