

Monthly Inspection Checklist for Clinical Office Safety

This tool is an excerpt from the [Infection Prevention and Control for Clinical Office Practice](#) (page 9) and was reformatted for ease of use. To learn more, please see Chapter 1 on legislation relating to Infection prevention and control practices in the clinical office.

Visit all areas of the work place, looking for hazards that need correction, such as:

- are sharps containers overfilled?
- is PPE (gloves, masks, gowns) available and accessible?
- is PPE in good condition?
- are chemical disinfectants/sterilants labelled and stored properly?
- are food preparation areas clean and dedicated for that purpose?
- is there adequate ventilation if liquid disinfectants are used?
- is storage shelving in good condition?
- is there adequate liquid soap available at hand washing sinks?
- is there alcohol-based hand rub at point-of-care?
- is the protocol for disposal of hazardous waste being followed?
- is the waste collection area clean and tidy, with waste covered?
- are blood/body fluid spills cleaned by trained staff as they occur?