

CLINIC ENVIRONMENTAL TOUR GUIDANCE AND COMMON FINDINGS

Discussion Topics

INTRODUCTION

i This checklist incorporates standards, regulations, and best practice guidelines to ensure clinics meet the minimum environment of care expectations. Many of these expectations are required for accrediting entities and federal regulators such as the Occupational Safety and Health Administration (OSHA) and the Centers for Medicare Medicaid Services (CMS). They are also relevant to Joint Commission (JCAHO) and Accreditation Association for Ambulatory Health Care (AAAHC) standards.

Administrative Topics

All these documents should be available and easily located.

Administration Slide	Description
Fire Drill Documentation	Documentation of annual fire drills, follow up, and risk assessments. For templates that may be used to document fire drill templates please contact the ANTHC Field Environmental Health Team.
Safety Data Sheets (SDS) Binder	If any caustic or hazardous chemicals are in use, there should be an easy-to-access SDS binder. For assistance on building an SDS binder, please contact the ANTHC Field Environmental Health Team.
Emergency Plans	Clinics should have emergency response plans for threats appropriate to their communities such as tsunami, earthquake, power outage ect. If a Hazard Vulnerability Analysis (HVA) has not been done for your clinic please let us know and we can provide the template.
Training Documentation	Documentation of training should be kept. Examples of training documentation to retain include: <ul style="list-style-type: none">• Training for staff who package Regulated Medical Waste (RMW) for shipping that meets the Department of Transportation (DOT) standards.• Basic Life Support (BLS) training for staff to use emergency and cardiac equipment.
PPE and Fit Testing	Clinics should have documentation of annual FIT Testing and training. For assistance with respirator fit testing or medical questioner templates, please contact the ANTHC Field Environmental Health Team.
Required Postings	<ul style="list-style-type: none">• List Equal Employment Opportunity Act• Alaska and Federal Minimum Wage• Employee Polygraph Protection Action• Alaska Human Rights Law as it pertains to the prevention of sexual harassment• Unemployment Compensation• Child Labor Laws

	<ul style="list-style-type: none"> • Anti-discrimination notice • Payday notice • Emergency contact information • IRS Withholding Notice • Workers Compensation • Uniformed Services Employment and Reemployment Rights Act • Family and Medical Leave Act • OSHA Summary of Occupational Safety and Health Act and Right to Know Act • Alaska Occupational Safety and Health Laws
Written Plans and Policies	<p>Required written plans and policies include:</p> <ul style="list-style-type: none"> • A written Bloodborne Pathogen Program plan • A written Tuberculosis Response plan • A written Hazard Communications plan • A written RMW handling policy
Contact Information	<p>For assistance, contact the ANTHC Field Environmental Health Team:</p> <p>Russ Cameron: rdcameron@anthc.org Christy McDonald: mcmcdonald1@anthc.org Brian Berube: bjberube@anthc.org</p>

Getting Started

i To best prepare for a tour, please consider the following list of recommended tools

- Good shoes: Sturdy footwear will protect the surveyor if traversing uneven or slippery surfaces. Flip flops, open toe shoes, and high heels present a safety hazard on snow or grated surfaces.
- Checklist: Your virtual environmental tour checklist will assist in quickly identifying compliance deficiencies and save time in making notes.
- Camera: A dedicated camera with a charged battery will assist in documenting deficiencies.
- Tape measure: Some areas may require a measurement during the survey.
- Flashlight: Some areas, such as mechanical rooms or crawl spaces, may not have adequate light to properly inspect.
- Thermometer: A simple thermometer that may be used to measure water temperature is recommended.
- Phone apps: Various phone apps such as the NIOSH sound level meter, CDC chemical guide, or the Haz Mat Emergency Response Guidebook (ERG) may be useful but not required.
- Helmet: Some clinic crawl spaces have protruding hazards (nails). If entering into a crawlspace, consider head protection.

Specialty Topics

Topic	Notes
Fire Safety	<p>Common fire safety findings include:</p> <ul style="list-style-type: none"> • Lack of emergency egress • Blocked emergency egress • Nonfunctioning emergency lighting • Nonfunctioning exits lighting and lack of signage

	<ul style="list-style-type: none"> • Overloading an electrical outlet • Out of service alarm systems • Out of service fire suppression systems • Fuel stored in the building • Linseed oil rags left in the mechanical room • Smoking • Candle use
Fire Extinguishers	<p>Common findings regarding extinguishers include:</p> <ul style="list-style-type: none"> • Missing extinguisher(s) • Lack of monthly checks (lack of documentation) • Improper extinguisher mounting (extinguishers should be mounted no more than 5 feet from the floor and at least 4 inches from the floor) • Inadequate number of extinguishers (extinguishers should be accessible within 30 feet of every location in the building)
Regulated Medical Waste (RMW)	<p>RMW includes:</p> <ul style="list-style-type: none"> • Used and unused discarded sharps • Discarded cultures • Pathological waste (human tissue, organs, or other parts) • Liquid or semi-liquid blood or other potentially infectious material (human bodily fluids) • Contaminated items that would release blood or other potentially infectious materials if compressed • Items that are caked with dried blood or other potentially infectious materials <p>Common findings regarding RMW include:</p> <ul style="list-style-type: none"> • Overfilled in-service sharps containers • Stockpiled RMW due to shipping challenges • Mixing regular waste in with RMW • Lack of staff training for handling RMW • Infection control concerns (needle stick exposures, unsecured sharps containers)
Egress Lighting	<p>Common egress lighting issues include:</p> <ul style="list-style-type: none"> • Dead batteries • Burnt out lights • Missing documentation of testing • Missing lights
Eyewash Stations	<p>For eyewash stations to be American National Standards Institute (ANSI) compliant, they must have the following:</p> <ul style="list-style-type: none"> • Mixing valve to produce tepid water <ul style="list-style-type: none"> ◦ The tepid water supply should range in temperature from 60°F to 100°F and should last for at least 15 minutes. • Must operate in a single motion • Must produce an adequate pattern and pressure capable of flushing both eye sockets at the same time • Must have signage • Must be checked and flushed regularly (this is usually accomplished with a weekly flushing log)
General Utilities	<p>Heating, ventilation, water, and wastewater common findings include:</p> <ul style="list-style-type: none"> • Loss of building water pressure (frozen pipes) • Broken waste water lines (blocked lines, flushing of wipes)

	<ul style="list-style-type: none"> Boiler issues
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Some areas may have specialty equipment X-ray Tella med.

Location Outline

Location Slides	Common Findings
Exterior	<ul style="list-style-type: none"> Blocked egress Icy walkways Slip, trip, fall hazards Broken doors (non-closing doors broken locks warped door jams) Blocked vents (boiler, laundry, HRV) Broken windows Missing siding Holes in roof Holes in wall Standing water Derelict vehicles Parking barriers (missing, installed incorrectly, damaged) Garbage (cigarette butts) Vandalism
Fuel Tank	<ul style="list-style-type: none"> Unprotected fuel line Excessive tank corrosion Missing fuel gauge Missing lock Missing vehicle barriers (if applicable)
Under Clinic	<ul style="list-style-type: none"> Unguarded lighting (electrical hazard) Unsupported and/or exposed electrical Standing water Plastic dryer vent or no dryer vent (fire hazard) Rodent/animal infestation (bugs, rats, cats, dogs, bears) Leaky pipes
Urgent Care-ER	<ul style="list-style-type: none"> The presence of blood, dirt, or human waste Unsealed crash cart Unsecured oxygen Missing signage for empty and full oxygen Expired in service patient care items Evidence of single-use items reused
Hallway	<ul style="list-style-type: none"> Blocked emergency egress Visible protected patient information (scheduling whiteboard) Burnt out lighting Trip hazards
Lobby	<ul style="list-style-type: none"> Child safety hazards Missing window screens Choking hazards Permeable, non-cleanable furniture and surfaces
Exam Rooms	<ul style="list-style-type: none"> Overfilled sharps containers Unmounted sharps containers (if local policy) Unsecured sharps

Cleaning Closet	<ul style="list-style-type: none"> • Missing SDS inventory and/or binder • Unsafe storage (mixed chemicals, storage above eye height) • Improper mop storage
Dental	<ul style="list-style-type: none"> • Sterilization process issues • Biofilm build up on dental water line
Sleeping Quarters	<ul style="list-style-type: none"> • Fire safety issues (blocked exits, missing smoke detector) • Missing door locks • Missing window screens
Break Room	<ul style="list-style-type: none"> • Overloaded electrical outlets • Missing window screens • Missing required posting(s)
Pharmacy	<ul style="list-style-type: none"> • The door unlocked or unsecured • Unsecured medicines • Expired medications
Lab	<ul style="list-style-type: none"> • Eyewash stations not up to ANSI standards • Missing eyewash log
Combined Lab and Pharmacy	<ul style="list-style-type: none"> • Lack of separation between lab and pharmacy spaces, equipment, and tasks
Bathrooms	<ul style="list-style-type: none"> • Water temperature above 120°F • Missing soap or paper towels • Lack of ventilation • Privacy lock does not unlock from the outside
Mechanical Room	<ul style="list-style-type: none"> • Obstructed boiler combustion air intake • Boiler not in good working order • Boiler room door unlocked or propped open • Exposed or unsupported electrical • Unguarded lighting below 8 feet
Storage Rooms	<ul style="list-style-type: none"> • Missing doorknob or missing lock • Obstructed fire sprinklers (storage or boxes within 18 inches) • No separation between patient care items, cleaning chemicals, and food storage • Store pressure gas cylinders not properly secured or organized