



Healthcare Employee Health & Occupational Safety Checklist 2026

Vaccination & Immunization Compliance

Verification of up-to-date immunization records, including influenza, Hepatitis B, MMR, and annual boosters for all clinical and non-clinical staff.

Last Vaccination Audit Date

Vaccines Verified in Current Audit

- ☐ Influenza
- ☐ Hepatitis B
- ☐ MMR (Measles, Mumps, Rubella)
- ☐ Varicella
- ☐ Tdap
- ☐ COVID-19

Compliance Rate Percentage

- ☐ 95% - 100%
- ☐ 85% - 94%
- ☐ Below 85%

Identified Gaps in Immunization Records

Write something...

Upload Vaccination Compliance Report

 Upload File

Compliance Officer Verification

Personal Protective Equipment (PPE) Availability & Training

Audit of PPE stock levels (gloves, masks, gowns, eye protection) and documentation of staff competency in proper donning and doffing procedures.

PPE Inventory Check

- ☐ N95 Respirators
- ☐ Surgical Masks
- ☐ Gloves (Sterile & Non-sterile)
- ☐ Face Shields & Eye Protection
- ☐ Isolation Gowns

Last PPE Competency Training Date

Current Stock Level (Gloves - Boxes)

Observations of PPE Damage or Deficiencies

Training Attendance Logs / Certificates

 Upload File

Safety Officer Verification

Sharps Safety & Needle Stick Prevention

Inspection of sharps disposal containers, safety-engineered device availability, and adherence to post-exposure prophylaxis (PEP) protocols.

Sharps Container Integrity Check

- ☐ All containers are intact and leak-proof
- ☐ Containers require immediate replacement
- ☐ Containers are at the 3/4 full limit

Safety-Engineamed Device Availability

- ☐ Retractable Needles
- ☐ Safety Scalpels
- ☐ Blunt-Tip Cannulas
- ☐ Needleless IV Systems

Last Sharps Safety Training Completion Date

Enter date...

Number of Needle Stick Incidents Reported This Month

Enter a number...

Incident Description or Maintenance Notes

Write something...

Safety Officer Verification

Ergonomics & Musculoskeletal Injury Prevention

Assessment of workstation ergonomics, patient lifting equipment availability (e.s., Hoyer lifts), and training on safe patient handling techniques.

Patient Handling Equipment Availability

- ☐ All required equipment (lifts, transfer belts, slide sheets) is present and functional
- ☐ Some equipment is missing or requires maintenance
- ☐ Critical equipment is unavailable

Ergonomic Assessment Completed For

- ☐ Nursing Stations
- ☐ Laboratory Workstations
- ☐ Administrative Desks
- ☐ Patient Care Areas

Last Ergonomic Training Session Date

Number of reported musculoskeletal incidents this period

Enter a number...

Identified Ergonomic Risks or Equipment Repair Needs

Write something...

Safety Officer Verification

Hazardous Materials & Chemical Safety (HazCom)

Review of Safety Data Sheets (SDS) accessibility, chemical labeling accuracy, and proper storage of disinfectants and laboratory reagents.

Last Safety Data Sheet (SDS) Audit Date

Enter date...

Hazardous Materials Present in Unit

- ☐ Disinfectants/Sanitizers
- ☐ Laboratory Reagents
- ☐ Sterilizing Agents
- ☐ Cleaning Chemicals
- ☐ Other

Chemical Labeling Compliance Status

- ☐ Fully Compliant
- ☐ Minor Non-Compliance (Missing secondary labels)
- ☐ Critical Non-Compliance (Unlabeled containers found)

Upload Updated SDS Registry

 **Upload File**

Observations and Corrective Actions Required

Write something...

Safety Officer Verification

Bloodborne Pathogen & Biohazard Exposure Control

Monitoring of biohazard waste segregation, spill kit readiness, and staff training on managing exposure to infectious materials.

Inspection Date

Enter date...

Biohazard Spill Kit Inventory Check

- ☐ Absorbent Pads/Materials Present
- ☐ Disinfectant/Sanitizer Present
- ☐ Protective Gloves Available
- ☐ Biohazard Disposal Bags Available
- ☐ Scoops/Tools Present

Sharps Container Status

- ☐ All containers are below fill line
- ☐ Some containers require replacement
- ☐ Immediate replacement required

Number of recent needle stick incidents reported this month

Enter a number...

Deficiencies or corrective actions required

Write something...

Safety Officer Verification

Workplace Violence Prevention & Security Protocols

Evaluation of de-escalation training completion, emergency alert system functionality, and physical security measures for staff protection.

Security Training Completion Status

- ☐ All staff fully trained
- ☐ Partial training completed
- ☐ Training overdue

Security Features Inspected

- ☐ CCTV/Surveillance Cameras
- ☐ Electronic Access Control/Keycard Systems
- ☐ Panic Buttons/Emergency Alarms
- ☐ Security Guard Patrol Logs
- ☐ Visitor Management System

Incident Summary/Observation Notes

Write something...

Last Security Drill Date

Enter date...

Safety Officer Verification

Occupational Health Surveillance & Reporting

Standardized procedures for reporting work-related injuries, tracking near-misses, and conducting regular health screenings for high-risk employees.

Date of Incident/Screening Report

Enter date...

Employee Name or ID

Write something...

Type of Occupational Health Event

- ☐ Needlestick/Sharps Injury
- ☐ Chemical Exposure
- ☐ Ergonomic/Musculoskeletal Injury
- ☐ Routine Health Surveillance
- ☐ Other

Detailed Description of Incident or Findings

Write something...

Immediate Actions Taken

- ☐ First Aid Administered
- ☐ Medical Referral Made
- ☐ Incident Report Filed
- ☐ PPE Re-training Conducted

Upload Medical Clearance or Incident Documentation

 Upload File

Occupational Health Officer Signature

Radiation Safety & Dosimetry Monitoring

Compliance check for staff working in imaging departments, including lead apron integrity and dosimetry badge retrieval/reporting.

Dosimetry Badge Audit Date

Enter date...

Lead Apron Integrity Inspection Status

- ☐ Passed
- ☐ Failed - Requires Repair
- ☐ N/A - Not Applicable

Current Personnel Dose Reading (mSv)

Enter a number...

Monitored Staff Departments

- ☐ Radiology
- ☐ Cardiology
- ☐ Oncology
- ☐ Orthopedics

Upload Monthly Dosimetry Report

 Upload File

Radiation Safety Officer Verification

Emergency Response & Evacuation Readiness

Verification of staff knowledge regarding fire exits, emergency codes, and specific roles during facility-wide evacuations or lockdowns.

Last Evacuation Drill Date

Enter date...

Evacuation Drill Success Rating

- ☐ Successful - All staff accounted for
- ☐ Partial Success - Delays noted
- ☐ Failed - Critical safety gaps identified

Areas Inspected for Exit Accessibility

- ☐ Emergency Exits & Push Bars
- ☐ Assembly Point Clear of Obstructions
- ☐ Emergency Lighting & Signage
- ☐ Fire Extinguisher Access

Identified Obstructions or Safety Gaps

Write something...

Safety Officer Verification

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✓ Finish

🔗 Generate Sample Report