HEALTHCARE FACILITY SAFETY AUDIT TEMPLATE

Healthcare Facility Safety Audit Checklist

Audit physical environment, life safety, utilities, medical gases, equipment, environmental hygiene, hazardous materials, security, contractors, corrective actions, verification, and facility-wide risk trends.

FACILITY / AREA	DATE / SHIFT	AUDIT SCOPE	AUDITOR / REVIEWER

1. Safety governance, environment-of-care program, risk assessment, ownership, and audit readiness

1 Confirm the facility, building, department or service, audit date and shift, auditor, facilities owner, safety lead, clinical representative, and final reviewer.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: A strong facility-safety program actively finds and fixes hazards.

2 Verify the facility has a structured process to identify, assess, prioritize, control, and review physical-environment and workplace safety risks that could affect patients, staff, visitors, or essential services.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Use internal incident data and external requirements.

3 Review current environment-of-care or facility-safety policies, risk assessments, incident trends, regulator or accreditation findings, maintenance backlogs, and open high-risk corrective actions.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Clarify ownership across clinical and support teams.

4 Confirm responsibilities are defined across facilities, engineering, clinical teams, infection prevention, environmental services, security, biomedical engineering, emergency management, contractors, and leadership.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Know the immediate-control thresholds.

5 Check staff know how to report urgent hazards and which conditions require immediate guarding, isolation, equipment removal, area restriction, patient relocation, emergency activation, or specialist escalation.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Keep evidence privacy-safe.

6 Define the audit route, evidence rules, risk-rating method, and privacy/security controls so findings are traceable without capturing unnecessary patient identifiers or sensitive security details.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Critical risk is controlled before routine audit closure.

2. Patient-care environment, walking surfaces, access, falls, room condition, and public-area safety

7 Inspect patient rooms, treatment areas, clinics, waiting spaces, corridors, bathrooms, staff areas, stairs, ramps, and public routes for spills, leaks, clutter, damaged flooring, loose mats, trailing cables, or other slip and trip hazards.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: OSHA highlights slips, trips, falls, clutter, and wet floors as common hospital-wide hazards.

8 Confirm walking-working surfaces are kept clean, orderly, and as dry as feasible, and that hazardous conditions are corrected or guarded before normal use continues.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Control wet conditions promptly.

9 Check corridors, doorways, patient transfer routes, wheelchair routes, bed movement paths, handrails, ramps, and access points are unobstructed and in good repair.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Keep patient-transfer routes clear.

10 Inspect ceilings, walls, doors, windows, glazing, fixtures, furniture, grab bars, handrails, and mounted items for loose, broken, sharp, unstable, or deteriorated conditions that could cause injury.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Inspect fixtures as well as floors.

11 Verify lighting supports safe care and movement in patient rooms, bathrooms, corridors, stairs, entrances, plant areas, parking or external routes included in the audit.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Lighting is part of safe access.

12 Create immediate corrective action for unsafe surfaces, structural defects, blocked access, broken fixtures, or environmental conditions that increase patient, visitor, or worker injury risk.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Guard hazards that cannot be immediately repaired.

3. Fire, life safety, emergency egress, doors, alarms, emergency lighting, and evacuation readiness

13 Inspect exit access routes, exits, stairways, corridors, exit discharges, and emergency access routes for beds, carts, storage, equipment, construction barriers, or other obstruction.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Life-safety controls need to remain functional during normal operations and construction.

14 Check fire doors, smoke doors, corridor doors, and compartmentation features for obvious damage, inappropriate wedges, blocked closure, failed hardware, or penetrations requiring qualified review.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Keep exit routes unobstructed.

15 Verify exit signs, emergency lighting, fire-alarm interfaces, extinguishers, sprinkler or suppression equipment access, and other visible life-safety safeguards are unobstructed and reported when impaired.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Do not wedge required fire doors.

16 Confirm current fire or life-safety system impairments are formally documented with required notifications, compensatory measures, fire watch, restrictions, or authority involvement.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Track system impairments visibly.

17 Check evacuation or relocation equipment, patient-movement routes, emergency contact methods, accountability arrangements, and department-specific response instructions are available and usable.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Test patient-movement assumptions.

18 Escalate blocked egress, unavailable exits, impaired fire/smoke doors, failed emergency lighting, alarm or suppression impairment, or another condition that compromises emergency response.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Use compensatory measures until protection is restored.

4. Electrical systems, emergency power, medical gases, utilities, HVAC, water, and essential-service continuity

19 Inspect electrical panels, outlets, plugs, cords, power strips, disconnects, and visible equipment connections for damage, overheating, missing covers, exposed parts, unsafe temporary wiring, or blocked access.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Electrical space is not storage space.

20 Confirm required working space around electrical equipment is clear and that electrical rooms are not used for unrelated storage.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Emergency power should be managed under an approved testing program.

21 Check generators, automatic transfer systems, UPS equipment, batteries, emergency-power alarms, and other backup systems included in the facility program have current inspection, testing, and maintenance status.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Medical gases require specialist controls.

22 Inspect medical-gas cylinders, manifolds, outlets, alarms, storage, labeling, restraints, ventilation, and access controls for obvious defects or conditions requiring qualified review.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Utility failures can quickly become patient-safety events.

23 Review HVAC, water, drainage, sewage, lifts, communications, refrigeration, vacuum, compressed air, and other essential utility systems for current alarms, failures, leaks, abnormal conditions, or overdue maintenance.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Water and electricity together are high priority.

24 Escalate loss of essential utilities, water affecting electrical systems, significant sewage or flooding, medical-gas failure, failed emergency power, or another utility condition that threatens safe care.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Escalate essential-service failures immediately.

5. Medical equipment, furniture, mobile assets, maintenance status, physical safety, and readiness

25 Inspect sampled medical equipment and support assets for visible damage, unstable components, sharp edges, damaged wheels, broken brakes, exposed wiring, loose accessories, contamination, or another condition that makes use unsafe.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: General rounds can identify visible equipment hazards but do not replace technical biomedical inspection.

26 Confirm equipment required for patient care is available, correctly identified, and within the inspection, preventive-maintenance, calibration, or service status required by the facility equipment-management program.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Keep damaged equipment out of use.

27 Check beds, stretchers, wheelchairs, lifts, carts, monitors, stands, IV poles, trolleys, chairs, shelving, and other mobile or fixed assets are stable and positioned to avoid collisions, falls, blocked routes, or tipping.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Maintenance status matters for safety.

28 Verify damaged or suspect equipment is removed from service, clearly identified, secured against accidental reuse, and routed to biomedical engineering, facilities, or another authorized owner.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Stable furniture and carts reduce secondary injury.

29 Confirm manufacturer instructions, electrical or mechanical safety requirements, cleaning compatibility, accessories, and operator limitations are considered where relevant to safe equipment use.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Use manufacturer instructions.

30 Review repeat equipment failures, overdue maintenance, unavailable critical devices, recurring damage, or high downtime for risk-based corrective and replacement planning.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Trend repeat equipment failures.

6. Environmental hygiene, infection-prevention interface, cleaning, shared equipment, sinks, drains, and water risk

31 **Inspect patient-care surfaces, high-touch points, shared equipment, waiting areas, bathrooms, and support spaces for visible soil, residue, dust, moisture, contamination, or cleaning failures.** CRITICAL FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: CDC recommends integrating environmental services into the facility safety culture.

32 **Verify responsibilities and schedules are defined for environmental surfaces, noncritical patient-care equipment, electronics, high-touch surfaces, discharge or terminal cleaning, and specialty areas.** CRITICAL FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: High-touch surfaces need reliable cleaning ownership.

33 **Check cleaning and disinfecting products are approved for the intended use, used according to label and manufacturer instructions, and compatible with the surfaces or equipment being treated.** CRITICAL FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Follow product and device instructions.

34 **Inspect sinks, drains, splash zones, water outlets, wet areas, and plumbing interfaces for leaks, standing water, splash risk, residue, drainage failure, or practices that could increase exposure to waterborne pathogens.** CRITICAL FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Water and drains can be infection reservoirs.

35 **Confirm the facility's water-management process addresses hazardous conditions, monitoring, corrective actions, and patient-risk considerations appropriate to the healthcare setting.** CRITICAL FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Use a formal water-management process.

36 **Escalate uncontrolled contamination, widespread environmental-cleaning failure, sewage, significant moisture damage, unsafe water conditions, or another environment-related infection-prevention risk.** FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Route water and hygiene risks jointly to facilities and IPC.

7. Hazardous materials, chemicals, sharps, waste, oxygen, storage, PPE, and exposure controls

37 **Inspect chemical storage and use areas for correct identification, container condition, secure access, incompatible storage, ventilation, secondary containment, and current Safety Data Sheet access.**

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: OSHA Hazard Communication supports labels, SDS access, training, and controls.

38 **Verify staff handling hazardous chemicals, disinfectants, maintenance products, or other hazardous materials have the training and PPE required by the facility program and applicable workplace rules.**

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Sharps and waste need safe containment.

39 **Check sharps containers are accessible, secured as required, not overfilled, and positioned so they do not create avoidable injury or spill risk.**

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Secure compressed gases.

40 **Inspect healthcare waste, hazardous waste, soiled linen, chemicals, specimens, clean supplies, oxygen, and combustible materials for appropriate segregation, containment, storage, and transport routes.**

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Keep incompatible materials separated.

41 **Confirm oxygen and compressed-gas cylinders are secured, protected from damage, correctly identified, and stored away from ignition sources or incompatible materials as required.**

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: PPE should match the hazard.

42 **Escalate chemical leaks, unknown substances, damaged gas cylinders, uncontrolled sharps, body-fluid contamination, incompatible storage, or another exposure hazard requiring immediate containment.**

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Unknown chemicals or uncontrolled releases need immediate escalation.

8. Security, workplace violence, access control, vulnerable areas, external safety, and emergency communication

43 Inspect entrances, reception points, restricted clinical areas, pharmacy, records, plant spaces, medical-gas areas, roofs, loading zones, and other controlled locations for appropriate access control.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: OSHA recognizes workplace violence as a hospital-wide hazard.

44 Check doors, locks, barriers, cameras where used, duress or panic systems, intercoms, visitor controls, and other visible security safeguards for obvious defects or bypass.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Security design and access control are part of the environment of care.

45 Review recent violence, aggression, unauthorized entry, theft, elopement, security alarm, staff-safety, or visitor incidents for environmental and operational contributors requiring action.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Review real incidents, not only hardware.

46 Inspect emergency departments, behavioral-health areas, isolated work locations, cash-handling points, parking, external routes, and after-hours areas for risks identified by the facility security assessment.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: High-risk areas need targeted controls.

47 Confirm staff have practical methods to summon help during violence, security, fire, medical, utility, or other emergencies and know backup methods if normal communications fail.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Backup communication matters.

48 Escalate failed access controls, breached restricted areas, unavailable emergency communication, uncontrolled violence risk, or another security condition presenting immediate danger.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Treat failed security safeguards as safety findings.

9. Construction, renovation, maintenance, contractors, permits, barriers, infection control, and temporary risks

49 Inspect construction, renovation, ceiling access, drilling, hot work, utility shutdowns, temporary wiring, barriers, scaffolds, ladders, tools, and contractor work for risks to patients, staff, visitors, and essential services.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Construction can create fire, infection, utility, and access hazards at the same time.

50 Verify contractor access, permits, isolation, lockout/tagout, hot-work, electrical, work-at-height, infection-prevention, dust-control, fire-safety, and restricted-area requirements are applied as relevant to the work.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Permits and barriers need active oversight.

51 Check construction barriers and negative-pressure or other infection-control measures required by the facility risk assessment remain intact and are monitored during the work.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Temporary services must not become uncontrolled permanent conditions.

52 Confirm temporary changes do not block exits, fire doors, emergency equipment, patient movement, utility access, medical gases, electrical panels, or cleaning and waste routes.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Protect exits and emergency equipment.

53 Verify planned shutdowns or impairments affecting fire systems, power, water, HVAC, medical gases, clinical equipment, lifts, communications, or other services have authorization, communication, contingency, and restoration plans.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Plan service impairments before shutdown.

54 Escalate uncontrolled contractor work, breached barriers, unsafe temporary services, missing permits, unplanned shutdowns, or temporary conditions that create immediate patient or worker risk.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Reinspect before reopening.

10. Incident review, risk scoring, corrective actions, verification, trends, leadership review, and sign-off

55 Record each facility-safety finding with exact location, hazard category, people or services exposed, risk level, immediate control, accountable owner, target date, and approved evidence.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Every critical finding needs one owner and one closure standard.

56 Apply the organization's risk criteria consistently and prioritize conditions that could cause serious patient harm, worker injury, fire or egress failure, electrical injury, exposure, infection risk, security failure, or critical service disruption.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Use consistent risk scoring.

57 Create corrective actions that address the underlying source of risk through repair, engineering control, replacement, workflow redesign, access control, maintenance, training, contractor correction, or policy change.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Correct causes rather than symptoms.

58 Reinspect high-risk findings before barriers, equipment restrictions, area closures, fire watches, utility contingencies, or other temporary controls are removed.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Verify before removing temporary controls.

59 Trend incidents and audit findings by facility, department, hazard type, asset or system, contractor, shift, recurrence, corrective-action age, injury or near-miss history, and closure performance.

CRITICAL | FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Trend recurrence and action aging.

60 Record the final audit result, unresolved critical hazards, restricted areas or equipment, open high-priority actions, next review date, safety/facilities owner, clinical representative, auditor, reviewer, date, time, and sign-off.

FACILITY

Safe | Needs attention | Critical risk | N/A

Execution tip: Leadership sign-off should show all unresolved high-risk issues.