



# MAKE THE WORKPLACE SAFER Pharmacy Staff



## Three Steps to a Safer Workplace

**Active observation and follow-up will go a long way toward making your workplace safer. Follow these three steps:**

- 1. Identify hazards or “what can hurt you at work.”** Walk through areas to look for things that can hurt employees, and monitor whether known hazards have been fixed. If you answer “no” to any of the questions below, follow-up is needed.
- 2. Propose solutions.** Assess what changes you can make on your own, and what you need to partner on.
- 3. Take action to make sure the problem is resolved.** Use the *Make the Workplace Safer* Tracking Chart at the end of this document.

## Step 1: Identify Hazards

NAME		LOCATION		DATE
Hazard		Yes	No	Comments/Solution Needed
<b>CHEMICALS – GENERAL</b>				
1	Do workers wear latex-safe gloves consistently?			
2	Are Safety Data Sheets (SDS) for each chemical in the department?			
3	Are spill response kit supplies accessible and fully stocked (for example, gloves, goggles, absorbing material)?			
4	Is drinking, eating, applying cosmetics and smoking prohibited in all areas where medications, especially hazardous drugs, are prepared, stored or used?			
<b>CHEMICALS – HAZARDOUS DRUGS FOR INPATIENT CARE</b>				
5	Do workers use biological safety cabinets when preparing hazardous medications?			
6	Are biological safety cabinets vented to the outside and turned on at all times?			
7	Is the hood inspected every six months as indicated by a sticker on the hood?			

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Hazard	Yes	No	Comments/Solution Needed
<b>CHEMICALS – HAZARDOUS DRUGS FOR INPATIENT CARE</b>			
8			Do workers wear goggles and face shields when doing work that could involve accidental splashes to the face or eye (For example, looking inside of hood to decontaminate, etc)?
9			Do workers “double-glove” with one glove tucked under the cuff of the disposable gown and one glove covering the cuff of the gown?
10			Are discarded materials (for instance, gloves, gowns, needle containers , etc.) placed in the appropriately colored and marked container for the type of waste involved?
<b>ERGONOMICS</b>			
11			Are the chair and workstation adjustable?
12			Are workers able to carry out work without stooping to the floor, twisting, reaching overhead or bending to the side?
13			Are workers able to work at a comfortable speed without too many repetitive movements?
14			Do workers wear nonskid shoes?
15			Do workers avoid lifting bulky or heavy materials or equipment?
16			Do workers use assistive devices such as devices that help open bottle lids?
17			Is the lighting adequate to allow workers to see their work clearly?
<b>WORKPLACE VIOLENCE</b>			
18			Do you and other workers know how to respond to potentially violent persons or situations?
19			Is there a barrier that physically separates workers from members and patients (for instance, a reception counter or desk)?

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Hazard	Yes	No	Comments/Solution Needed
<b>WORKPLACE VIOLENCE</b>			
20	Are panic buttons available to workers?		
21	Is there an effective communication system with security staff?		
22	At night, is lighting in the worksite and parking lot adequate for staff safety?		
<b>OTHER</b>			
23	Are walkways and work areas kept free of clutter?		
24	Are there any new hazards or other hazards that have not been addressed?		If yes, please describe below:



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## WORKER KNOWLEDGE

Employees should receive health and safety training and orientation when they start employment, whenever a new hazard is identified, and periodically as a refresher on some topics. Examples of knowledge people should have are listed below. **Do workers in the department know:**

Hazard	Yes	No	Comments/Solution Needed
1 The hazards common to your work, what protective measures are in place, and what safety practices to follow?			
2 The hazards of potentially infectious materials and the precautions to use?			
3 The hazards of chemicals you work with and how to work with them safely?			
4 How to obtain and use a Safety Data Sheet (SDS) for Chemicals you work with?			
5 What to do in case of a chemical exposure or spill?			
6 How to choose, wear, remove, and dispose of protective clothing and equipment?			
7 How to adjust your work area and equipment, and to move and position your body to avoid ergonomic injuries?			
8 How to recognize and respond to threats and potentially violent people or situations?			
9 What to do in case of an emergency at work?			
10 How to identify safety concerns and who to report them to?			
12 Any other information or training needed?			If yes, please describe below:



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## FOLLOW-UP & TRACKING CHART



### Step 2: Propose Solutions

**For any “no” answers, think about solutions or ways to address the problem.**

- First, think about ways to remove the hazard. This makes your workplace safer and ensures all workers are protected.
- If that’s not possible, think about any policies, procedures or personal protective equipment that is necessary.
- Think about what changes you can make on your own and what changes you need to partner with others (such as other workers, supervisors, facility management) to do.

Write your suggestions for solutions on the “Step 1: Identify Hazards” checklist and on the tracking chart on the next page.

### Step 3: Take Action

**Report any safety hazards you identify. Use the following chart to track and make sure the problems are resolved.**

1. Give a copy of your hazard checklist findings to your supervisor or department manager, your UBT labor co-lead, and your Safety Team representative.
2. Decide who else should receive a copy of your findings, such as members of the UBT or Safety Committee or your shop steward. Make a note of who you gave it to and the date.
3. Follow up after a few weeks. If the problem was not addressed or resolved, think about your next steps.
  - + Who should be informed?
  - + Who can help you advocate for the needed solution?

# MAKE THE WORKPLACE SAFER **FOLLOW-UP AND TRACKING CHART**

NAME		LOCATION		DATE
Safety/Health Problem	What solution is needed?	Date reported and to whom	1 month follow up	Next Steps
			Corrected Is being addressed Not being addressed Don't know/Other:	
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