Intermountain Health

Environment of Care Checklist

The Environment of Care Checklist provides the opportunity for new hires to get to know the people and available resources within Intermountain. This standardized checklist promotes safety, caregiver engagement, and survey audit readiness. It is a required activity for all departments where caregivers perform in-person job duties.

Caregivers who transfer or float between departments must complete all items in this checklist during initial orientation. If you float to multiple units or departments, complete this checklist for each.

Caregiver _____   Employee ID _____

Location _____   Department _____

	Completed	N/A
Facility tour (cafeteria, parking, break room, etc.)	○	○
Department rooms and layout (phlebotomy workstation, medication room, storage areas, etc.)	○	○
Department-specific entrances, exits, evacuation and relocation plans	○	○
Department-specific responses to Active Threat, Infant/Child Abduction	○	○
Emergency response (codes, rapid response, AED, area-specific alarms, department-specific plans, contacting security)	○	○
Fire alarm pulls, extinguishers, fire door, locations, and disaster drills	○	○
Illness, on-the-job injuries, first aid, and Employee Health	○	○
Interoffice tools (mail, tube system, couriers, etc.)	○	○
PHI and PPI (shredder and recycle bins)	○	○
Supplies and resources (supply room, online references)	○	○
Visitor access and management processes	○	○
Biohazards (e.g., blood or body fluids, infectious wastes)	○	○
Chemical-specific hazards and controls	○	○
Equipment (safe patient handling, crash carts, RQI locations, Emergency Eyewash/Showers, etc.)	○	○
Equipment or utility system failures (cord plugs, IFUs, power strips)	○	○
Equipment safe operating procedures	○	○
Hazardous waste and regulated waste handling, Safety Data Sheets (SDS)	○	○
Infection prevention resources	○	○
Medical gas shutoff department procedure	○	○
Oxygen storage and segregation	○	○
Personal protective equipment (PPE)	○	○
SafetyNet	○	○

Caregiver signature _____   Leader/designee signature _____

Date _____   Role & dept _____

Date _____

The Environment of Care checklist supports the following regulations and requirements:
- **Personal Protective Equipment (PPE), Infection Prevention, and Environmental Health:** Occupational Safety and Health Administration (OSHA) 1910.1030
- **Fire and Evacuation:** OSHA 29 CFR 1910.157 (g)(1-4)
- **Hazardous Materials:** OSHA 1910.120
- **Safety Data Sheets:** OSHA 1910.1200
- **Education Record Management:** Intermountain Healthcare Procedure
- **Other audits:** Utah Department of Health (UDOH)
- **Codes:** OSHA 1910.38, 1910.157, Centers for Medicare & Medicaid Services (CMS) 482.15, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Provision of Care standard JC-PC.02.01.11, JCAHO Human Resources standard JC-HR.01.05.03