

### Workplace Safety Self-Reflection Checklist for Audiologists in the Clinical Setting

The purpose of this self-reflection checklist is to identify specific safety concerns in your work environment in order to initiate a fruitful conversation with your employer regarding your unique workplace safety needs. Please select yes or no to the following questions and add notes as you see fit:

Safety Concern	Yes	No	Notes
I have the ability to hear the fire alarm system from anywhere in my workspace.		X	I am not able to hear it when in the sound booth testing a patient
I have the ability to hear crisis communications (for example: announcements over the PA system) from anywhere in my workspace.		X	I am not able to hear it when in the sound booth testing a patient
I have a system set up to communicate with my staff regarding a dangerous situation from anywhere in my workspace.		X	I am not able to communicate with my staff when I am in the sound booth testing patients. Also, in other rooms, I can only communicate with my staff if I can reach the phone. The phone is not accessible in all parts of the room
I have the ability to see who is in my workspace before entering.	X		
I have the ability to lock all my workspace should I decide it is necessary.		X	The main entrance from the patient waiting room to the audiology work rooms can not be locked. There is a locking mechanism, but our staff does not have the keys. The door into the waiting room also has a locking mechanism, but our staff does not have access to this mechanism.
I have the ability and clear path to exit my workspace should it become unsafe.		X	There are many places within my work space where I would not be able to exit should it become unsafe.
I have enough staff at all hours of my workday to respond to an unsafe or emergency situation.	X		
I have a system set up to notify the necessary people outside my office of an unsafe situation.	X		Although this is only possible if I have access to my work phone
There is a system in place that controls who has access to my workspace (e.g. badge swipe)	X		However, staff access is limited
Clinic policies are clearly posted in my workspace (e.g. lateness arrivals, fees, inappropriate behavior)		X	