



# Cytotoxic Drugs Safety Audit

Use this sample audit sheet developed for veterinary practices to help develop policy and procedures relevant to your practice. 'Yes' means that the matter is in order. 'No' means that the matter should be assessed and controlled.

Are there current Safety Data Sheets for each cytotoxic drug used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the Safety Data Sheets easily accessible for workers to refer to?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have workers who may be exposed to cytotoxic drugs and related waste been provided with information, instruction and training about the substance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a dedicated clearly labelled storage area for chemotherapy drugs? And is this away from food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does signage and labelling clearly allow all chemotherapy drugs to be easily identified as such?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there an appropriate containment device used when preparing chemotherapy drugs for patients?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are pregnant, breastfeeding, and those considering getting pregnant informed about risks involved and allowed to decline to give chemotherapy drugs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there evidence of training recorded and retained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a designated area where chemotherapy drugs are administered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can all employees identify hazardous inventory?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all employees who unpack pharmaceutical deliveries trained how to handle and store chemotherapy drugs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the chemotherapy drugs only ordered as required for short-term use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where possible are chemotherapy drugs ordered in pre-prepared doses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is eating, drinking, chewing gum, applying make-up where chemotherapy drugs are prepared, or delivery prohibited?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your practice have protocols for dealing with accidental spillage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the techniques used to prepare and administer chemotherapy drugs been reviewed and protocols written?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there written procedures for cleaning all surfaces and equipment used for chemotherapy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there secured labelled cytotoxic-specific sharps containers available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Are there written waste management protocols for chemotherapy contaminated waste, including double bagging and disposal separate from regular waste in line with federal, state and local regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there dedicated cages or stalls with appropriate drainage for all animals undergoing treatment with chemotherapy drugs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all cages or stalls with animals receiving chemotherapy drugs clearly labelled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there written protocols for safe care and handling of chemotherapy patients, including how to clean cages and dealing with their excreta and bedding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are pregnant or breastfeeding women prohibited from cleaning cages of animals receiving treatment with chemotherapy drugs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are gloves that are specifically manufactured to be used for chemotherapy supplied and used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all appropriate Personal Protective Equipment (PPE) for chemotherapy preparation and delivery available, including non-permeable gowns, respiratory protection, hair/beard coverings, eye protections and shoe cover?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there written policies for how to select what PPE to wear for handling chemotherapy drugs, preparing and administering chemotherapy drugs. Also for cleaning areas and equipment that is possibly contaminated with chemotherapy drugs, for dealing with spills, caring for chemotherapy patients and dealing with chemotherapy waste?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there written protocols for safe handling of chemotherapy contaminated laundry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are their written procedures for management of any accidental chemotherapy drug exposure, including incident reporting?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all IV solutions and syringes containing cytotoxic drugs clearly labelled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is information provided to owners who are caring for chemotherapy patients at home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Risk Control Action Plan

Use this form to prioritise and allocate responsibilities and resources to chemotherapy drug handling control measures.

Activities/strategies	Person/s responsible	Completion date	Evaluation date
<p>Complete risk identification and assessment before proceeding</p> <p>1. _____ _____</p> <p>2. _____ _____</p> <p>3. _____ _____</p> <p>4. _____ _____</p> <p>5. _____ _____</p>			