

# **Guidance Note**

## **Checklist For**

### **Rapid Safety Audit of Hospitals**

#### **Aim:**

The checklist aims to assess the safety of hospitals in the state.

#### **Objectives:**

1. To take stock of the present safety conditions of hospitals.
2. To identify gaps in the existing infrastructure and thereby facilitate decision making for augmenting the hospitals.

#### **Scope and Limitations:**

1. The checklist is intended for buildings and utilities as part of a hospital campus.
2. The checklist lays its focus on assessing the safety from the perspective of following hazards only:
  - a. Fire
  - b. Oxygen leakage and associated eventualities
  - c. Electrical malfunctioning and associated eventualities
  - d. Floods
  - e. Landslides
  - f. Heat

#### **Description of the checklist:**

Safety Checklist consists of 68 questions under the following sections:

- a. Fire safety
- b. Building safety – Fitness certificate
- c. Multi-hazard preparedness
- d. Utilities- Electricity
- e. Utilities- Water
- f. Utilities- Oxygen
- g. Communication facilities

#### **Instructions to use the checklist:**

1. The intention of this safety audit needs to be clearly communicated to the hospitals as well as to the auditors. The audit is being carried out in the context of multiple incidents of fire and to assess the disaster preparedness of the hospitals. The checklist intends not to criticise or find faults but to recognize areas of improvement to strengthen the state's health care institutions.
2. This form may be administered via google form by the respective Heads of Departments.
3. The checklist is to be filled by a team of external auditors, preferably, comprising of the following officials:
  - a. Head of the health care institution – Convenor
  - b. Representative from LSG Engineering – Member
  - c. Representative of PWD Buildings – Member
  - d. Representative from Fire and Rescue Services - Member
  - e. Representative of Electrical Inspectorate
  - f. Certified plumber nominated by the head of the institution
  - g. Representative of the hospital management committee (preferably maintenance officer)

The form is to be filled after a rapid yet careful inspection at the hospital. As deemed necessary, data may be collected through

- interviews with medical, para-medical and non-medical staff,
  - checking of hospital records, and
  - on-site inspection of various facilities.
4. All the questions in the checklist are objective. Wherever applicable, tick mark (✓) is to be used for answers. Space has also been provided for adding remarks, if any.
  5. The hospital management is expected to facilitate the smooth conduct of the audit.