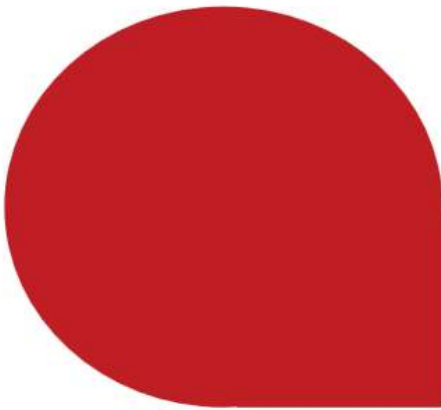




# OHSC

Office of Health Standards Compliance  
Ensuring quality and safety in health care



**v1.2.1**

**Facility Infrastructure And  
Maintenance/Technical  
Unit/Department**

## **Regulatory Private Acute Hospital Inspection tool**

Facility:
Date:

- **Tool Name:** Regulatory Private Acute Hospital Inspection Tool v1.2.1
- **HEs Type:** Hospitals
- **Sector:** Private
- **Specialization:** Private Acute Hospital
- **Created By:** Health Standards Development and Training

## 35 Facility Infrastructure And Maintenance/Technical Unit/Department

**Domain 35.4 GOVERNANCE AND HUMAN RESOURCES**

**Sub Domain 35.4.1 20** Occupational health and safety.

**Standard 35.4.1.1 20(1)** The health establishment must comply with the requirements of the Occupational Health and Safety Act, 1993.

**Criterion 35.4.1.1.1 20(2)(b) Awareness of safety and security issues must be promoted.**

**35.4.1.1.1.1** Signage is displayed in strategic points informing occupants of the location of assembly areas or points in the event of an evacuation.

**Assessment type:** Observation - **Risk rating:** Essential measure

This must be in the form of pictograms indicating the nearest assembly areas to the units, to be displayed at strategic points in the health establishment.

Not applicable: Never

Score	Comment

**35.4.1.1.1.2** The emergency evacuation plans are visibly displayed in strategic areas of the health establishment.

**Assessment type:** Observation - **Risk rating:** Essential measure

Randomly sample five areas and check if the emergency evacuation plans are visibly displayed. The evacuation plan must include but is not limited to route/directions to be followed during evacuation, emergency exits and assembly point(s). Score 1 if the evacuation plan is visibly displayed and 0 if not visibly displayed or not available.

Score	Comment	
Aspects	Score	Comment
1. Area 1		
2. Area 2		
3. Area 3		
4. Area 4		
5. Area 5		

**Domain 35.5 FACILITIES AND INFRASTRUCTURE**

**Sub Domain 35.5.1 14** Management of buildings and grounds.

**Standard 35.5.1.1 14(1)** The health establishment and their grounds must meet the requirements of the building regulations.

**Criterion 35.5.1.1.1 14(2)(a)** The health establishment must as appropriate for the type of buildings and grounds of the establishment have all the required compliance certificates in terms of the building regulations.

**35.5.1.1.1.1** The health establishment has a valid fire certificate.

**Assessment type:** Document - **Risk rating:** Essential measure

This refers to the certificate issued by the municipality. It is issued when the building is commissioned or when major renovations have been done in the building. Examine the fire certificate to determine its validity.

Not applicable: Never

Score	Comment

**35.5.1.1.1.2** A fire protection plan prepared by a fire engineer is in place.

**Assessment type:** Document - **Risk rating:** Essential measure

All buildings must have a fire protection plan to obtain a certificate of occupancy. A fire protection plan contains detailed floor plans of the building, showing all exits, doors, corridors and partitions serving as fire barriers.

Not applicable: Never

Score	Comment

**35.5.1.1.1.3** Fire extinguishing devices are serviced annually.

**Assessment type:** Observation - **Risk rating:** Vital measure

Each fire extinguishing device must have a label indicating the date that it was serviced and the date that the next service is due.

Not applicable: Never

Score	Comment

**35.5.1.1.1.4** The health establishment has a valid electrical compliance certificate.

**Assessment type:** Document - **Risk rating:** Essential measure

Electrical certificates of compliance are documents issued by a qualified and registered electrician. They function as a guarantee that all work carried out within an office or building conforms to the regulations set out by the Electrical Contracting Board of South Africa. Examine the electrical compliance certificate to determine its validity.

Not applicable: Never

Score	Comment

**35.5.1.1.1.5** Notices prohibiting smoking are prominently displayed in the health establishment.

**Assessment type:** Observation - **Risk rating:** Essential measure

Verify whether signage prohibiting smoking is available in the areas listed below. Score 1 if signage is available and 0 if not available.

Score	Comment	
Aspects	Score	Comment
1. Oxygen and gas storage areas		
2. Generators		

**Criterion 35.5.1.1.2 14(2)(b) The health establishment must as appropriate for the type of buildings and grounds of the establishment have a maintenance plan for buildings and the grounds.**

**35.5.1.1.2.1** The annual management inspection report on safety hazards and maintenance requirements is available.

**Assessment type:** Document - **Risk rating:** Vital measure

Structural inspections as per OSH ACT (Construction Reg). Six monthly check for first two years and yearly after that .This is to prevent user safety incidents and adverse events and prevent unnecessary expenditure on unplanned or unexpected structural dilapidation due to inadequate preventive maintenance. A report detailing safety hazards and maintenance requirements for that year/financial year must be available. The report must be signed and dated.

Not applicable: Never

Score	Comment

**35.5.1.1.2.2** The health establishment has a planned preventive maintenance schedule for buildings.

**Assessment type:** Document - **Risk rating:** Essential measure

A documented planned preventive maintenance schedule for buildings for the previous twenty-four months must be available. This must include planned preventive maintenance for heating, ventilation and air conditioning (HVAC) system.

Not applicable: Never

Score	Comment

**35.5.1.1.2.3** Planned preventive maintenance is carried out according to schedule.

**Assessment type:** Document - **Risk rating:** Essential measure

Compare the planned preventive maintenance schedule with the maintenance reports to verify whether planned preventive maintenance has been carried out according to schedule. This must include planned preventive maintenance for heating, ventilation and air conditioning (HVAC) system.

Not applicable: Never

Score	Comment

**35.5.1.1.2.4** The areas of the buildings listed below are maintained.

**Assessment type:** Observation - **Risk rating:** Vital measure

Observe the condition of the various areas of the building (s) using the aspects listed below. Score 1 if compliant and score 0 if not compliant. Score not applicable if the health establishment does not have the areas or the aspects listed.

Score	Comment

Unit 1 Exterior of buildings

Aspects	Score	Comment
1. Walls are intact and not damaged.		
2. Ceilings are intact and not damaged.		
3. Gutters or PVC pipes are intact and not damaged.		
4. Entrance doors are in a working condition and not damaged.		
5. Lights are functional and not broken		
6. Grounds and floors are intact and not damaged (where applicable).		
7. Perimeter fencing is intact and not damaged		
8. Entrance gate (s) are not damaged.		
9. No loose electrical wiring		

Unit 2 Interior of buildings

Aspects	Score	Comment
1. Walls are intact and not damaged.		
2. Ceilings are intact and not damaged.		
3. Lights are functional and not broken.		
4. Lifts or escalators are functional (where applicable)		
5. No loose electrical wiring		

Unit 3 Ablution facilities (toilets)

Aspects	Score	Comment
1. Walls are intact and not damaged.		
2. Ceiling intact and not damaged.		
3. Lights are functional and not broken.		
4. Windows not broken (glass and handles).		
5. Doors are in working condition and not damaged.		
6. Functional basins (basins should not be blocked, broken, or have any cracks.		
7. Taps are functional and not broken.		

8. Floor is intact and not damaged.		
9. No loose electrical wiring		

Unit 4 Corridors/passages

Aspects	Score	Comment
1. Walls are intact and not damaged.		
2. Floor intact and not damaged.		
3. Ceilings are intact and not damaged.		
4. Lights are functional and not broken.		
5. Windows are not broken (glass and handles).		
6. Doors are in working condition and not damaged.		
7. No loose electrical wiring		

**Criterion 35.5.1.1.3 14(2)(c) The health establishment must as appropriate for the type of buildings and grounds of the establishment ensure emergency exit and entrance points are provided in all service areas and kept clear at all times.**

**35.5.1.1.3.1** The emergency vehicle access route is clearly marked.

**Assessment type:** Observation - **Risk rating:** Vital measure

Verify whether the emergency vehicle access route within the health establishment premises is clearly marked.

Not applicable: Never

Score	Comment

**35.5.1.1.3.2** The emergency vehicle route is free from any obstruction or hazards.

**Assessment type:** Observation - **Risk rating:** Vital measure

Obstructions can delay the transfer of users into the emergency unit to receive emergency treatment. The emergency vehicle access route must be kept clear to facilitate rapid entry and exit. Hazards or obstructions could include, but need not be limited to, hawkers, cars, furniture or potholes, or any other objects or obstructions.

Not applicable: Never

Score	Comment

**Criterion 35.5.1.1.4 14(2)(d) The health establishment must as appropriate for the type of buildings and grounds of the establishment have ventilation systems that maintain the inflow of fresh air, temperature, humidity and purity of the air within specified limits set for different service areas such as theatres, kitchen and isolation units.**

**Sub Domain 35.5.2 15** Engineering services.

**Standard 35.5.2.1 15(1)** The health establishment must ensure that engineering services are in place.

**Criterion 35.5.2.1.1 15(2)** The health establishment must have 24-hour electrical power, lighting, medical gas, water supply and sewerage disposal system.

**35.5.2.1.1.1** Emergency power supply is available.

**Assessment type:** Observation - **Risk rating:** Non-negotiable measure

This may be a generator, a solar power system or any other backup power supply.

Not applicable: Never

Score	Comment

**35.5.2.1.1.2** The back-up electricity supply system is tested.

**Assessment type:** Document - **Risk rating:** Vital measure

The back-up electricity supply system must be tested for functionality in accordance with the manufacturer's instructions. In cases where the manufacturer's instructions are not available, a guiding document developed by the health establishment's engineering/maintenance unit must be available. The back-up system could include but need not be limited to generators and solar systems. Request documented evidence of testing conducted by the health establishment in the previous six months.

Not applicable: Never

Score	Comment

**35.5.2.1.1.3** The back-up electricity supply system is maintained.

**Assessment type:** Document - **Risk rating:** Vital measure

The back-up electricity supply system must be maintained in accordance with the manufacturer's instructions. In cases where the manufacturer's instructions are not available, a guiding document developed by the health establishment's engineering/maintenance unit must be available. The back-up system could include, but need not be limited to, generators and solar systems. Request documented evidence of maintenance conducted by the health establishment in the previous six months.

Not applicable: Never

Score	Comment

**35.5.2.1.1.4** Electricity load testing is conducted.

**Assessment type:** Document - **Risk rating:** Vital measure

A load test is conducted to check if there will be enough power supply to all units should there be a power failure. Request records of electricity load tests from the previous three months.

Not applicable: Never

Score	Comment

**35.5.2.1.1.5** Water supplies are checked daily for adequacy and availability from the main reticulation system.

**Assessment type:** Document - **Risk rating:** Vital measure

Daily checks must be done to ensure adequate, uninterrupted water supply. Daily records for checking of water supply must be kept. Request records from the previous month.

Not applicable: Never

Score	Comment

**35.5.2.1.1.6** The results of quality checks of the water supply are within acceptable limits.

**Assessment type:** Document - **Risk rating:** Vital measure

SANS 241 specifies the quality of acceptable drinking water, defined in terms of microbiological, physical, aesthetic and chemical determinants. Water sampling results must be available from the previous six months. This will include checks for bacteriological, chemical and residual chlorine particles.

in the water. Copies of the results of water testing from the local environmental health office or municipal website may be provided as evidence of compliance where the health establishment uses municipal water. Reference:

<http://www.microchem.co.za/services/watertesting/>

Not applicable: Never

Score	Comment

**35.5.2.1.1.7** The sewerage system is monitored.

**Assessment type:** Document - **Risk rating:** Vital measure

Maintenance personnel must carry out rudimentary visual inspections to ensure that any blocked pipes, leaking pipes or other potential hazards are identified as soon as possible. Documented evidence of these checks is required for compliance.

Not applicable: Never

Score	Comment

**35.5.2.1.1.8** A functional system to supply piped medical gas and oxygen to clinical areas is in place.

**Assessment type:** Document - **Risk rating:** Vital measure

This is to ensure that users have access to piped medical gas and oxygen when required. The areas supplied with medical gas in the health establishment are documented and checked for functionality.

Request records from the previous three months.

Not applicable: Never

Score	Comment

**35.5.2.1.1.9** The oxygen supply system is checked for leakages.

**Assessment type:** Document - **Risk rating:** Vital measure

Request documents from the previous twelve months indicating that oxygen supply system leakages have been checked. This could include but not limited to checklists, works order, order number and invoice.

Not applicable: Never

Score	Comment

**35.5.2.1.1.10** The bulk oxygen plant is maintained.

**Assessment type:** Document - **Risk rating:** Vital measure

The bulk oxygen plant must be maintained in accordance with the manufacturer's instructions. In cases where the manufacturer's instructions are not available, a guiding document developed by the health establishment's engineering/maintenance unit must be available. This will include but not limited to removing excess ice on neck plug and pipes, checking for leaks. Request document indicating that bulk oxygen plant have been maintained.

Not applicable: Never



Score	Comment

**35.5.2.1.1.11** A system to monitor oxygen levels in the bulk oxygen plant is in place.

**Assessment type:** Document - **Risk rating:** Vital measure

Daily monitoring and documentation of the oxygen levels must be done to ensure adequate, uninterrupted supply to all clinical areas. The evidence may be manual in the form of a documented record or electronic.

Not applicable: Never

Score	Comment

**35.5.2.1.1.12** A functional system is in place to supply piped suction or vacuum to clinical areas.

**Assessment type:** Document - **Risk rating:** Vital measure

This is to ensure that users have access to piped suction when required. The areas supplied with piped suction in the health establishment are documented and checked for functionality. Request records from the previous three months.

Not applicable: Never

Score	Comment

**35.5.2.1.1.13** The suction points are maintained.

**Assessment type:** Document - **Risk rating:** Vital measure

The suction points must be maintained in accordance with the manufacturer's instructions. In cases where the manufacturer's instructions are not available, a guiding document developed by the health establishment's engineering/maintenance unit must be available. Request documents from the previous six months indicating that suction points have been maintained.

Not applicable: Never

Score	Comment

### Official Sign-Off

The National Health Act, 2003 (Act No. 61 of 2003) provides for quality requirements and standards in respect of health services provided by health establishments to the public. The main objective is to promote and protect the health and safety of the users of health services and contribute to improved outcomes and improved population health.

To achieve this mandate standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for Private Acute Hospitals.

#### Acknowledgments


Many people have contributed to the update of the Private Acute Hospital Inspection Tools version 1.2.1. The Office of Health Standards Compliance wishes to extend the most heartfelt acknowledgment and gratitude to the following:

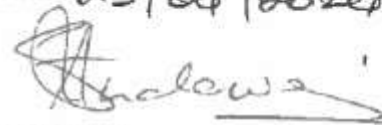
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- The internal OHSC teams (Compliance Inspectorate, for their contribution during the update of the Private Acute Hospital inspection tools).

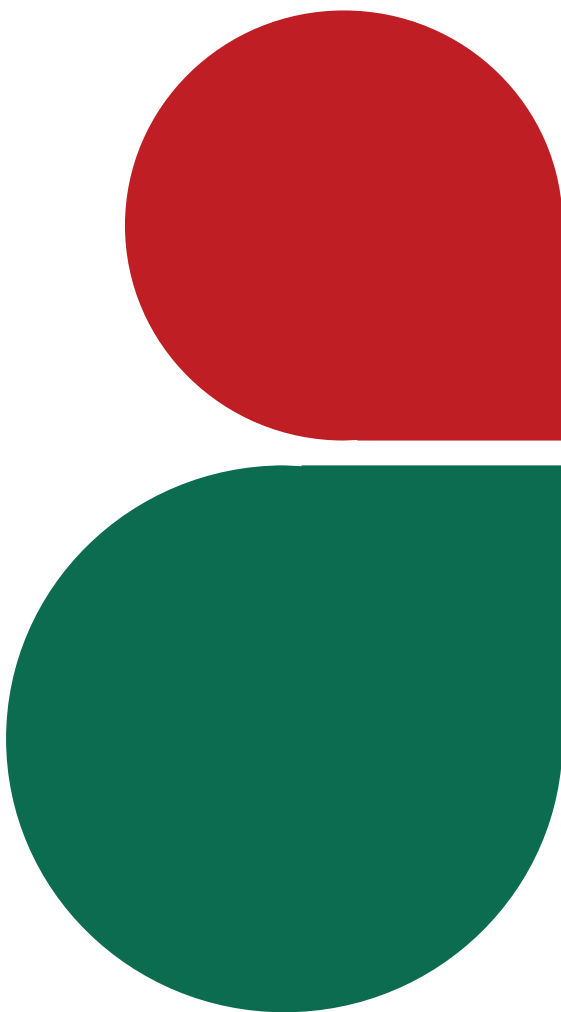
**It is hereby certified that the Regulatory Private Acute Hospital Inspection tools version 1.2.1 was updated by the Office of Health Standards Compliance.**



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