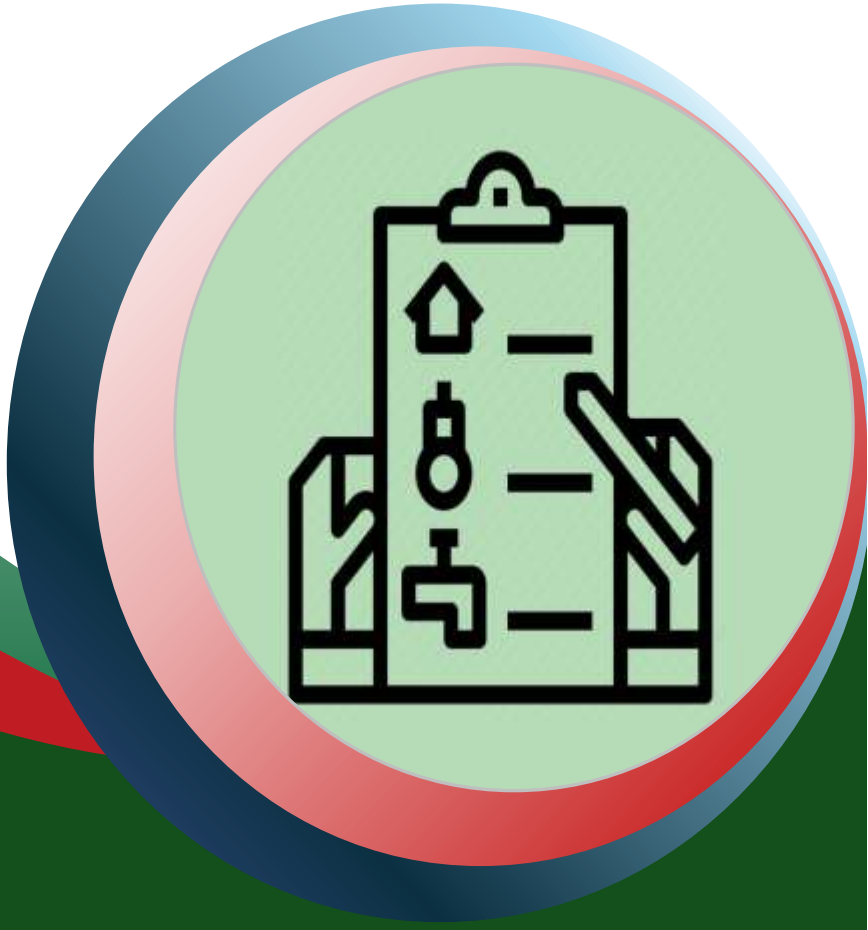
OHSC

Office of Health Standards Compliance

Ensuring quality and safety in health care

Regulatory Central Hospital Inspection Tool v1.0



Occupational Health and Safety

Facility: Date:

- **Tool Name:** Regulatory Central Hospital Inspection Tool v1.0
  HEs Type: Hospitals
- **Sector:** Public
- **Specialization:** Central
- **Created By:** Health Standards Development and Training

4 Occupational Health And Safety

Domain 4.2 CLINICAL GOVERNANCE AND CLINICAL CARE
Sub Domain 4.2.1 6 User health records and management
Standard 4.2.1.1 6(1) The health establishment must ensure that health records of health care users are protected, managed and kept confidential in line with section 14, 15 and 17 of the Act.
Criterion 4.2.1.1.1 6(2)(c) The health establishment must secure health records with appropriate security control measures in the records storage area and in the clinical service area in accordance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

4.2.1.1.1.1 The health records storage area complies with the requirements listed below.

Assessment type: Observation - **Risk rating:** Vital measure
Inspect the room or area used to store occupational health records to verify whether it complies with the requirements listed below. Score 1 if compliant and 0 if not compliant.

Score	Comment

Aspects	Score	Comment
1. Access control measures are in place. Explanatory note: This may include but need not be limited to a functional and monitored lockable security gate, strong room door, access-controlled door or CCTV or book to sign off before and after visiting the records storage area or password where electronic records are kept.		
2. Shelves or cabinets are labelled correctly according to the approved standardised filing system		
3. Storage area is clean and dust free		

Standard 4.2.1.2 6(5) The health establishment must have a formal process to be followed when obtaining informed consent from the user.
Criterion 4.2.1.2.1 6 The health establishment must ensure that confidential information or user-identifiable data is not divulged without prior consent as per legislation.

4.2.1.2.1.1 Consent is obtained from a user before user-identifiable information is communicated to the third party.

Assessment type: Document - **Risk rating:** Vital measure
Select three records from the previous twelve months of health care personnel who have given consent to release their identifiable information to a third party, including, but not limited to, lawyers, insurance companies and statutory bodies. Score 1 if a signed consent form is available and 0 if not. Score not applicable where no such requests have been made in the past twelve months.

Score	Comment

Aspects	Score	Comment
1. Record 1		
2. Record 2		
3. Record 3		

Domain 4.4 GOVERNANCE AND HUMAN RESOURCES

Sub Domain 4.4.1 20 Occupational health and safety

Standard 4.4.1.1 20(1) The health establishment must comply with the requirements of the Occupational Health and Safety Act, 1993.

Criterion 4.4.1.1.1 20(2)(a) An active Health and Safety Committee ensures a safe working environment.

4.4.1.1.1.1 The terms of reference of the occupational health and safety committee are available.

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

Verify whether the aspects listed below are included and explained in the terms of reference. Score 1 if the aspect is included and explained and 0 if not included or not explained.

Score	Comment

Aspects	Score	Comment
1. Interdisciplinary membership required. Explanatory note: The membership representation must be in accordance with section 19 (2) of the Occupational Health and Safety Act nr 85 of 1993.		
2. Term in office		
3. Roles and responsibilities of forum members		
4. Frequency of meetings		
5. Quorum for the structure		

4.4.1.1.1.2 An occupational health risk assessment has been conducted in the health establishment in the previous two years.

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

A risk assessment is the process or method of identifying hazards and risk factors that have the potential to cause harm to users and personnel. Inspect the health risk assessment from the previous two years to verify whether the hazards and risks listed below have been considered. Score 1 if the aspect is compliant and 0 if not compliant.

Score	Comment

Aspects	Score	Comment
1. Chemical hazards		
2. Physical hazards		
3. Biological hazards		
4. Ergonomic hazards		

5. Psychosocial hazards		

4.4.1.1.1.3 Risks identified during the risk assessment are categorised and risk rated.

Assessment type: Document - **Risk rating:** Vital measure
All risks identified must be documented in a risk register and categorised according to agreed criteria, including, but not limited to, the area of the health establishment, type of risk and mitigation actions required. They must be risk rated using a method appropriate for occupational health and safety risks.
Not applicable: Never

Score	Comment

4.4.1.1.1.4 Risk mitigation plans are implemented for all significant risks.

Assessment type: Document - **Risk rating:** Vital measure
All risks rated as significant must be controlled by the development and implementation of risk mitigation plans. Documented evidence must be available of identified risks and the implementation of mitigating actions. The documented evidence may include, but need not be limited to, reports such as hazard identification and risk assessment reports, a quality improvement plan or minutes of meetings in which risk management is discussed, which must be signed and dated.
Not applicable: Where no risks were identified.

Score	Comment

4.4.1.1.1.5 The occupational health and safety committee discusses analysed data from occupational risk monitoring activities.

Assessment type: Document - **Risk rating:** Vital measure
Manual or electronic minutes from the previous quarterly meeting of the occupational health and safety committee must be dated and signed, and include an attendance register and agenda. The content must reflect discussions on occupational risk monitoring activities.
Not applicable: Never

Score	Comment

Criterion 4.4.1.1.2 20(2)(b) Awareness of safety and security issues must be promoted.

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

Assessment type: Observation - **Risk rating:** Essential measure
Randomly sample five units 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		

Criterion 4.4.1.1.3 20 Information regarding occupational health and safety matters must be readily available to employees.

4.4.1.1.3.1 Health care personnel are informed about the process to access vaccines.

Assessment type: Document - **Risk rating:** Vital measure
Health care personnel must have access to relevant vaccines, which include but is not limited to HEP B, COVID 19, FLU. Documented evidence that the process to access the vaccines was communicated to health care workers must be available. It must be dated and signed.
Not applicable: Never

Score	Comment

4.4.1.1.3.2 Occupational Health and Safety Act and relevant regulations are available.

Assessment type: Document - **Risk rating:** Essential measure
Verify whether the documents listed below are available. Score 1 if available and 0 if not available.

Score	Comment

Aspects	Score	Comment
1. Hazardous biological agents (HBA) regulations		
2. Hazardous chemical Agents (HCA).		
3. General Occupational safety regulations (GSR)		
4. General administrative regulations (GAR)		
5. Ergonomics		

Criterion 4.4.1.1.4 20 A medical surveillance plan for at-risk personnel must be implemented, based on a health risk assessment.

4.4.1.1.4.1 Medical surveillance are conducted on healthcare personnel at high risk due to occupational exposure.
Assessment type: Document - **Risk rating:** Essential measure
Occupational exposures requiring medical surveillance are conducted on high-risk employee. (e.g. radiation/noisy areas). The medical surveillance programme must include the aspects listed below. The documents must include detailed explanations of how each stage of the programme is to be implemented. Score 1 if the aspect is included and explained and 0 if not included or not explained.

Score	Comment

Aspects	Score	Comment
1. Documentation of occupational exposures requiring medical surveillance		

2. Documentation of employees exposed to occupational hazards requiring surveillance		
3. Schedule of examinations required for each occupational hazard, which will include baseline and/or pre-employment examination, periodic examinations for the duration of employment and exit examinations on leaving employment.		
4. Recall system to ensure all employees requiring medical surveillance are notified to attend medical surveillance reviews		
5. Follow-up system for employees who fail to attend their periodic screening appointments		
6. Screening tests required for each occupational hazard requiring medical surveillance		
7. Clinical guidelines for the management of screening results		
8. Documentation of the system for requesting, reviewing and acting on screening results		

Criterion 4.4.1.1.5 20 The health and safety committee must ensure effective management of reported health and safety incidents.

4.4.1.1.5.1 A system in place to report occupational injuries and diseases.

Assessment type: Document - **Risk rating:** Vital measure
The system used for reporting incidents such as but not limited to exposure to bodily fluids must be available. Registers, reports, or specific forms may be used for this purpose. The system may be manual or electronic.
Not applicable: Never

Score	Comment

4.4.1.1.5.2 Occupational health and safety incidents including near misses are recorded in a register.

Assessment type: Document - **Risk rating:** Vital measure
Request the register and verify whether it complies with the aspects listed below. Closed cases/incidents logged in the register must contain the details as indicated below. The register may be manual or electronic. All columns in the register must be completed. In cases where no serious patient safety incidents occurred, zero reporting must be done. Score 1 if compliant and 0 if not compliant.

Score	Comment

Aspects	Score	Comment
1. Summarised description of incident		
2. Summary of investigation conducted		
3. Outcome of investigation		
4. Recommendation/s		
5. Date recommendation/s implemented		

4.4.1.1.5.3 Occupational diseases are recorded on W.CL.1 forms and submitted to the human resources department.

Assessment type: Document - **Risk rating:** Vital measure
A copy of submitted forms (First Medical Report of an Occupational Exposure) must be retained by the occupational health service.
Not applicable: Where no occupational diseases have been diagnosed in the previous twelve months.

Score	Comment

4.4.1.1.5.4 First medical reports for Occupational disease (W.CL.22) are available.

Assessment type: Document - **Risk rating:** Essential measure
W.CL.22, First Medical report in respect of an occupational disease compensation for occupational injuries and diseases) forms are completed and submitted to the human resources department or other relevant authority. A copy of submitted forms must be retained by the occupational health service.
Not applicable: Where no occupational diseases have been diagnosed in the previous twelve months or where no OHS services are available onsite.

Score	Comment

Criterion 4.4.1.1.6 20 Measures must be in place to minimise the incidence of critical occupationally acquired injuries and diseases.

4.4.1.1.6.3 Health care personnel have been offered prophylactic immunisations/vaccinations.

Assessment type: Document - **Risk rating:** Essential measure
To protect health care personnel against infections, prophylactic immunisations/vaccinations must be offered to all health care personnel at risk. Records must be kept of all health care personnel offered immunisations/vaccinations, all immunisations/vaccinations administered, or refusal of immunisations/vaccinations.
Not applicable: Never

Score	Comment

4.4.1.1.6.4 The actions listed below are taken and documented where health care personnel have refused prophylactic immunisations offered.

Assessment type: Document - **Risk rating:** Essential measure
Review the evidence provided for the aspects listed below. Score 1 if compliant and 0 if not compliant. Score not applicable where there is no health worker who refused prophylactic immunisations.

Score	Comment

Unit 1 Health care personnel record 1

Aspects	Score	Comment
1. The refusal is documented in the human resources record of the health care personnel concerned		
2. The refusal is signed by the health care provider who offered the immunisation		

Unit 2 Health care personnel record 2

Aspects	Score	Comment
1. The refusal is documented in the human resources record of the health care personnel concerned		
2. The refusal is signed by the health care provider who offered the immunisation		

Unit 3 Health care personnel record 3

Aspects	Score	Comment
1. The refusal is documented in the human resources record of the health care personnel concerned		
2. The refusal is signed by the health care provider who offered the immunisation		

4.4.1.1.6.5 Correct personal protective equipment for each relevant risk has been determined.

Assessment type: Document - **Risk rating:** Essential measure
Risks identified during the risk assessment that can be controlled by personal protective equipment. The correct or appropriate personal protective equipment to be used for each risk must be determined. Request a document that details the risks and the appropriate personal protective equipment recommended for that risk.

Score	Comment

4.4.1.1.6.6 Personal protective equipment procured meets minimum specification requirements.

Assessment type: Document - **Risk rating:** Vital measure
Minimum specifications for personal protective equipment must be determined. The specifications must be made available to supply chain structures to ensure procurement of appropriate personal protective equipment.
Not applicable: Never

Score	Comment

4.4.1.1.6.7 Health care personnel who experience exposure to bodily fluids receive counselling.

Assessment type: Document - **Risk rating:** Vital measure
Documented evidence must be available to demonstrate that health care personnel who have been exposed to bodily fluids receive counselling.
Not applicable: Where no exposure to bodily fluids have been reported or health care personnel refused counselling.

Score	Comment

4.4.1.1.6.8 Health care personnel who experienced exposure to bodily fluids receive post-exposure prophylaxis.

Assessment type: Document - **Risk rating:** Vital measure
Documented evidence must be available to demonstrate that health care personnel who were exposed to bodily fluids received post- exposure prophylaxis in accordance with national guidelines. Not applicable: Where no exposure to bodily fluids have been reported or where health care personnel refused post- exposure prophylaxis or where no post exposure prophylaxis was required.

Score	Comment

4.4.1.1.6.9 Health care personnel who experienced exposure to bodily fluids have been retested for bloodborne diseases.

Assessment type: Document - **Risk rating:** Vital measure
Active follow-up of cases must be implemented to ensure early diagnosis and effective treatment for personnel who develop a blood-borne disease. There must be evidence of a recall system for personnel and follow-up of those who fail to report for retesting. Documented evidence of retesting for affected personnel members must be available.
Not applicable: Where no exposure to bodily fluids, where health care personnel refused to be re-tested or where no post exposure prophylaxis was required.

Score	Comment

Criterion 4.4.1.1.7 20 The health establishment must have a disaster management plan in place, which is communicated to health care personnel and tested annually.

4.4.1.1.7.1 A disaster management plan is available.

Assessment type: Document - **Risk rating:** Essential measure
Disaster refers to incidents including but not limited to, fire, floods, bomb threats, building collapse or any other situation that would warrant evacuation in order to protect the lives and safety of users and health care personnel. Disaster/emergency plan to manage incidents must be available.
Not applicable: Never

Score	Comment

4.4.1.1.7.2 The health establishment conducts annual drills to test the effectiveness of its disaster plan.

Assessment type: Document - **Risk rating:** Vital measure
The health establishment must have a co-ordinated and effective response to a disaster by ensuring that all personnel members are aware of their responsibilities and familiar with the tasks they must perform. Documented evidence of the drill must be available, detailing the nature of the disaster, listing the participants and describing the response to the situation. Request the documented evidence or report of the disaster drill conducted in the previous twelve months.
Not applicable: Never

Score	Comment

Criterion 4.4.1.1.8 20 A programme for the prevention and control of respiratory infections must be in place.

4.4.1.1.8.1 Respirators are fit-tested for relevant health care personnel.

Assessment type: Document - **Risk rating:** Vital measure
Fit testing is recommended to ensure an adequate fit and maximum protection and to prevent air leaks around the edges of the respirator. Face types and shapes differ, as do designs of respirators. Once the correct respirator has been selected, further fit testing is not necessary if the same type of respirator is used, and the wearer's face has not changed due to significant weight loss or gain. Request a record of personnel for whom fit testing has been carried out. The records must be signed and dated.
Not applicable: Never

Score	Comment

Criterion 4.4.1.1.9 20 Responsibilities in terms of the Occupational Health and Safety Act must be assigned in writing.

4.4.1.1.9.1 Responsible persons are designated by means of signed letters of appointment that outline their responsibilities.

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

Request the occupational health and safety file to verify whether the aspects listed below are available. Score 1 if the aspect is available and 0 if not available.

Score	Comment

Aspects	Score	Comment
1. The CEO of the health establishment has been assigned duty for occupational health and safety by the relevant authority, in accordance with Section 16.2 of the Occupational Health and Safety Amendment Act No. 181 of 1993		
2. Section 17.1 appointments have been made for all health and safety representatives by the Manager or CEO of the health establishment		
3. The manager or CEO of the health establishment has appointed a health and safety committee in writing in accordance with Section 19 of the Act		
4. A copy of the appointment letter is on file for each designated member, signed by the appointee and the manager		
5. The terms of office of the health and safety committee are indicated in writing in each appointment letter		
6. The roles and responsibilities of the health and safety committee are detailed in the appointment letter		
7. Each designated member has his/her roles and responsibilities detailed in an appointment letter		
8. One health and safety representative is appointed for every fifty employees. Explanatory note: Request the total number of personnel within the health establishment and divide that by the total number of safety representatives/committee members to verify that one representative has been appointed for every fifty employees. Not applicable if health establishment has less than fifty employees		

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 Central Hospitals.

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It is hereby certified that the Regulatory Central Hospital Inspection Tools version 1.0 was developed by the Office of Health Standards Compliance.

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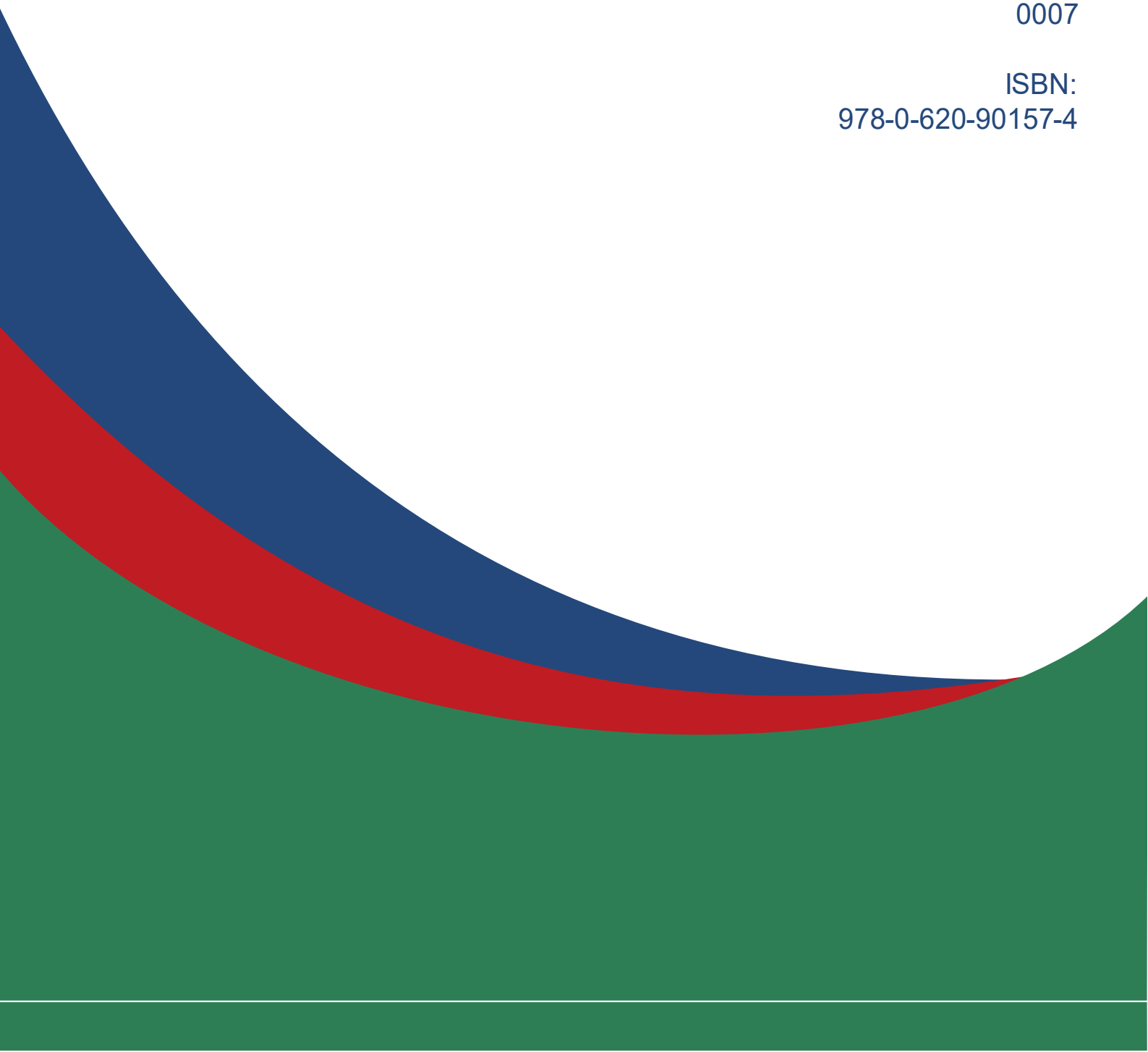
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