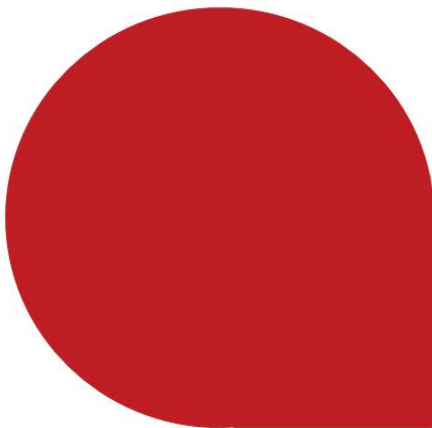




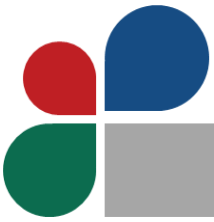
Office of Health Standards Compliance  
Ensuring quality and safety in health care



v1.2

**Facility Infrastructure And  
Maintenance/Technical**

**Regulatory Private Acute  
Hospital Inspection tool**



## 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.

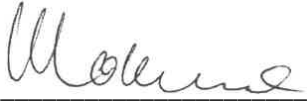
To achieve this mandate, standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for Private Acute Hospitals.

### **Acknowledgements**

There are many people who have contributed to the development of the Regulatory Private Acute Hospital Inspection Tools Version 1.2. The Office of Health Standards Compliance wishes to extend most heartfelt acknowledgement and gratitude to the following:

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- Former Health Standards Development and Training unit Director Dr Grace Labadarios
- Systems, Data Analysis and Research unit Director Dr Thabiso Makola who is also the Acting Director for Health Standards Development and Training unit
- The Health Standards Development and Training unit (Mr Jabu Nkambule who led the team and worked tirelessly with the leadership of Hospital Association of South Africa (HASA) during various development stages of the tool, Ms Florina Mokoena, Ms Mosehle Matlala, Ms Busisiwe Mashinini) and contract workers Ms Thesia Pather and Ms Busi Ngubane for the development of the Private Acute Hospital Inspection tools.
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- Provincial Department of Health private hospital licensing units personnel (Ms Pinki Belot - Free State Province, Ms Dimakatso Moeketsi and Ms Zandile Nzuza - Kwa-Zulu Natal -Province, Ms Kim Jacobs - Western Cape Province, Ms Bulelwa Peter - Eastern Cape Province, Ms Pakama Nqadala - Northern Cape Province, Ms Lindiwe Mkhathshwa - Mpumalanga Province, and Ms Patience Ntamane - Gauteng Province) for their valuable input and support.
- The Certification and Enforcement Committee of the OHSC Board for reviewing the tools and for recommending to the Board for approval.
- The Hospital Association of South Africa (HASA) for their commitment and constructive engagements during the consultative process and for affording the OHSC an opportunity to conduct scoping visits in the private hospital health establishments.

It is hereby certified that these Regulatory Private Acute Hospital Inspection tools version 1.2 was developed by the Office of Health Standards Compliance.



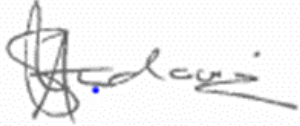
Ms. WMoleko

Executive Manager

Health Standards Development

Analysis and Support

Date: 31/03/2022



Dr. S. Mndaweni

Chief Executive Officer

Date: 31/03/2022

Facility:
Date:

- **Tool Name:** Regulatory Private Acute Hospital inspection tool v1.2 - Final
- **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 plan is prominently displayed in strategic areas of the health establishment.

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

The evacuation plan must include amongst others: route/directions to be followed during evacuation, emergency exits and assembly point(s). This must be displayed. Not applicable: Never

Score	Comment

### 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

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**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 24 months must be available. NB: 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. NB: 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

Use the checklist below to verify whether the various internal and external areas are in good condition. Review the areas indicated in the columns by scoring 1 if compliant and 0 if not compliant. Score NA (not applicable) for any aspects not found in an indicated area, or if an indicated area does not exist in the health establishment because of its structural make-up.

Score	Comment

Unit 1 Exterior of buildings

Aspects	Score	Comment
1. Walls – the paint is in good condition (i.e. not peeling off; score NA where walls are made of face brick)		
2. Walls are not cracked (on observation cracks must not extend to the bricks)		
3. Gutters are intact		

4. Gutters – paint is in good condition, i.e. not peeling off		
5. Entrance doors are intact, i.e. not damaged		
6. Lights are functional		
7. Paving is intact		

Unit 2 Interior of buildings

Aspects	Score	Comment
1. Walls – the paint is in good condition (i.e. not peeling off; score NA where walls are made of face brick)		
2. Walls are not cracked (on observation cracks must not extend to the bricks)		
3. Ceiling paint is in good condition, i.e. not peeling off		
4. Ceiling is intact, i.e. not collapsing or damaged		
5. Lights are functional		

Unit 3 Ablution facilities (toilets)

Aspects	Score	Comment
1. Wall-mounted paper towel dispenser(s)intact/functional		
2. Wall-mounted hand soap dispenser(s)intact/functional		
3. Wall tiles are in good condition, i.e. not broken or damaged		
4. Walls – paint is in good condition (i.e. not peeling off; score NA where the walls are made of face brick)		
5. Walls are not cracked (on observation cracks must not extend to the bricks)		
6. Ceiling paint is in good condition, i.e. not peeling off		
7. Ceiling is intact, i.e. not collapsing or damaged		
8. Lights are functional		
9. Window glass is not broken		
10. Doors are intact, i.e. not broken or damaged		
11. Functional basins (basins must not be blocked, broken, have deep cracks causing leaking of water, or have hairline cracks)		
12. Taps are functional (with running water)		

13. Toilet bowl or squat pan is intact		
14. Toilet seat and cover are intact		
15. Toilet flush or sensor flush is functional		
16. Toilet cistern cover is complete and in place		
17. Urinals are intact and functional		
18. Urinal or flush sensor is functional		

Unit 4 Corridors

Aspects	Score	Comment
1. Walls – paint is in good condition (i.e. not peeling off; score NA where walls are made of face brick)		
2. Walls are not cracked (on observation cracks should not extend to the bricks)		
3. Floor is in good condition, i.e. no holes, and, if tiled, not broken or damaged		
4. Ceiling paint is in good condition, i.e. not peeling off		
5. Ceiling is intact, i.e. not collapsing or damaged		
6. Lights are functional		
7. Window glass is not broken		
8. Doors are intact, i.e. not broken or damaged		

**35.5.1.1.2.5** No obvious safety hazards are observed during the visit.

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

Check obvious safety hazards, including, but not limited to, the aspects listed below. Score 1 if no safety hazards are observed and 0 if any safety hazards are observed.

Score	Comment

Aspects	Score	Comment
1. Loose electrical wiring		
2. Collapsing ceiling or roof		



3. Collapsing doors		
4. Broken door handles		
5. Broken windows		
6. Unstable walls or partitions		
7. Uneven floors		
8. Collapsing curtain or screen rails		
9. Decommissioned equipment. Explanatory note: Decommissioned equipment must be removed from the health establishment and evidence of such may be availed.		
10. Any other type of safety hazards that represent a risk to the health establishment occupants		

**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 entrance is free from any obstruction or hazards.

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

Hazards or blockages could include, but need not be limited to, hawkers, potholes and debris at the entrance to the premises, and unauthorised parked vehicles. Not applicable: Never

Score	Comment

**35.5.1.1.3.2** 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

**35.5.1.1.3.3** 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

**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 backup 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 three months. 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. Not applicable: Never. Reference: <http://www.microchem.co.za/services/watertesting/>

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

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**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 access 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

