

# Medical College Safety Tour

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## ***Purpose***

This tour is conducted by the Hospital Management and Safety Expert. The focus of this tour is to evaluate adequacy and safety of medical college facilities for clinical training. The tour will focus on the safety of systems in the medical education and shall cover fire safety, general safety, disaster preparedness, hazardous material, infection prevention and control and safety of water systems.

## ***Location***

All facility areas.

## ***Tour Participants***

- One representative from administration
- One relevant safety representative
- One representative from department managing medical equipment
- Representation from IT
- Department Heads and representatives' availability at their respective sites

## ***Surveyor(s)***

Hospital Management and Safety Expert

## ***Standards/Issues Addressed***

Recognition Standard 1: Infrastructure requirements<sup>1</sup>

Standard 11: Governance, Services and Resources (11.4, 11.11)

## ***Documents/Materials Needed***

- Facility Map
- Fire, Safety & Security Program documents
- Utilities Management Plan
- Hazardous Material & Waste Management Plan
- Emergency Preparedness and Evacuation Plan
- Infection Control and Prevention Program
- Infrastructure plans to meet needs of persons with disabilities
- IT Resource Center details
- Library/Digital Resource Center details (including list of subscriptions)

## ***What Will Occur***

The surveyor(s) will visit the facility to ensure that the infrastructure is sufficient and adequately equipped to meet the needs of the students, faculty and other staff. Visit will cover various operational areas of the institution. These visits will include on site interviews with the relevant departmental heads regarding the routine functioning of their operations, any challenges faced, fire safety plans, emergency preparedness plans, infection control plans and others to validate their execution through evidence as and when required. During the tour, the surveyor will also ensure provision of internet and Wi-Fi services throughout the facility from the perspective of students and faculty.

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<sup>1</sup> Refer to initial inspection guide

### **How to Prepare**

The institution should identify the participants in this session and develop and implement various plans as mentioned above. The institution should identify the progress against those plans in the relevant committees and maintain updated records showcasing their progress.

Medical College Safety Tour				
Q#	Surveyor Question	Compliance		
	Hostels	Yes	No	Not Applicable
1	Are the students' general needs met by the male hostel's facilities?			
2	Are the students' general needs met by the female hostel's facilities?			
3	Are the students/faculty/staff overall satisfied with the cafeteria?			
	Fire Protection			
4	Does the organization have a documented fire safety and evacuation plan?			
5	Does the fire safety plan has training schedule for staff, faculty and students?			
6	Does the fire safety plan mention an oversight by a designated person?			
7	Does the fire safety plan identify high risk/fire-prone areas?			
8	Does the fire safety plan address the risks identified in high risk areas?			
9	Does the institute have a designated and trained fire response team?			
10	Does the institute conduct a mock fire evacuation drill?			

11	Does the institute have a designated assembly area?			
12	Are students/faculty aware of the designated assembly area and alternative fire exits?			
13	Are portable fire extinguishers available in every department?			
14	Are staff and students aware about the location and use of fire extinguishers?			
15	Are evacuation maps displayed at the department/floor?			
16	Are emergency exits unobstructed and clear at all times?			
17	Are Illuminated exit signs displayed at exit doors?			
Safety and Security				
18	Does the institute have slip resistant strips on stairs?			
19	Are grip bars available with stairs to avoid falls?			
20	In case of elevators, are safety mechanisms (emergency alarm, maximum load, emergency number) displayed?			
21	Are all electrical wires secured (connectors used to connect wires instead of tapes)			
22	Has the organization taken remedial steps to address fire risks for vulnerable areas? (Lab, generator room, server room, store, record room)			
23	Are security guards available at entrance and aware of his duties?			

24	Are Institutions entrance secured and walls protected from outside intruders?			
25	Is first aid kit available to cater to students/ faculty needs?			
26	Are bar grips available in washrooms for disabled/old age persons (faculty and students)?			
27	Are ramps available or other measures taken to ensure ease of transportation for disabled persons (faculty and students)?			
Hazardous Material & Waste Management Program				
28	Does the institution have a documented waste management program?			
29	Is infectious waste being segregated appropriately through color coded bags? (e.g. red, yellow, blue)			
30	Is temporary waste storage facility available?			
31	Is infectious waste being properly incinerated/disposed of within 24 hours of generation?			
32	Is inventory of hazardous material (chemical) maintained throughout the facility?			
33	Are all chemicals labelled based on a hazardous tag? E.g. (toxic, corrosive, irritant, flammable)			
34	Are all chemicals stored properly according to optimal temperature?			
35	Is spill kit available to manage chemical/infectious/mercury spill?			
36	Are all relevant staff aware about risks of chemicals?			

37	Do all staff wear appropriate Personnel Protective Equipment PPEs during work? (e.g. gloves, masks, gowns, eye shield as applicable)			
38	Is Material Safety Data Sheet MSDS maintained for all chemicals?			
Utility Management				
39	Are alternate sources of energy available in case of power failure to cater to the institution's needs?			
40	Is a facility map available?			
41	Is drinking water being tested quarterly?			
IT, Library and Learning Resource Center				
42	Is IT server room secured from unauthorized access?			
43	Is backup data being saved periodically at other locations? (avoid loss of data in case of fire)			
44	Are fire measures being taken to avoid fire incidents?			
45	Is proper temperature being maintained as required by server rooms?			
46	Is Wi-Fi internet available throughout the campus for students/faculty with adequate speed?			
47	Are there sufficient educational resources in library to cater to need of the student? (Online subscriptions, journal subscriptions etc.)			
Infection Control and Prevention Program				
48	Is there a documented infection control program in the institution?			

49	Is there a mechanism to ensure safety of staff, faculty while handling biological materials like cadavers etc.?			
50	Is there a Hepatitis B vaccination policy for health care workers (at risk) and all students?			
51	Are floors clean?			
52	Are horizontal surfaces clean?			
53	Is dust found in high places?			
54	Are ceiling tiles not discolored, wet, missing or damaged?			
55	Is there evidence of rodents, cockroaches, flies and mosquitoes?			
56	Is pest control done regularly and safely by a certified pest control company or appropriate alternate arrangements are made?			
57	Is linen clean?			
58	Is there a needle stick injury policy?			
59	Are sharp containers adequately available?			
60	Are sharp containers not overfilled (over three fourths)?			
61	Is patient/lab equipment clean?			
62	Are hand hygiene posters and Isolation Precaution signs present at appropriate sites as needed for contact, droplet, and airborne precautions?			
63	Is hand soap available in all hand washing stations/bathrooms?			

64	Are alcohol rubs available at point of patient care with functioning dispensers?			
65	Are eye wash stations or appropriate alternatives available in areas where splash of bodily fluid/hazardous material is expected?			
66	Are disposable latex gloves available whenever needed for handling bloody and body fluids or for contact precautions?			
67	Are gowns adequately available when splashing anticipated or for contact precautions?			