



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:01

Policy on Hospital Safety

Prepared date: 05/09/2023

Reference: FMS.01.NABH Standards – 5th Edition

Issue Date:05/09/2023

Issue no: 02

Review No: 1

Review date: 04/09/2024

FMS 01: SAFE AND SECURE ENVIRONMENT

1.0 PURPOSE:

To provides the safe and secure environment to the patients and employees in the Hospital.

2.0 SCOPE:

This policy applicable to entire hospital

3.0 ABBREVIATIONS (if any):

4.0 RESPONSIBILITY:

Hospital safety committee.

5.0 PROCESS:

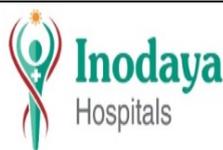
A. The organization establish the hospital safety committee and this committee includes the following members

Clinicians

Administration

Nursing Dept

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Ms. Chandrakala	Mrs. G..Lakshmi Lavanya	Dr. D.N.S. Prakash
Maintenance Incharge	Chief Executive Officer	Medical Director



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Paramedical staff

Engineering department head

Security officer

Biomedical engineer

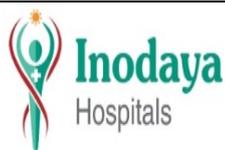
Facility rounds are conducted by the hospital safety committee Monthly in patient care areas (Wards, ICU, ED and OT, Cath lab etc...).

This committee checks and review the safety measures established in the hospital to provide a safe and secure environment. Security and safety plans are implemented and reviewed periodically by the safety committee. Management will plan budget for the installing, upgrading and replacing of the safety devices and plans including the building facilities.

Potential risks are identified while doing these rounds and actions plans are implemented. Checklist/ report is prepared for the safety rounds and documented with the proper corrective actions. These documents are retained by the Quality department for one Year.

B. Staffs are trained for the safety plans and usage of the safety devices. They also trained for to handle the emergency situations (like fire accidents). The Hospital requires all new employees to attend new employee safety

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orientation programme. This orientation is intended to provide new employees with an awareness of safety importance and their responsibility for maintaining a safe and healthy work environment, and to give an overview of workplace safety basics. The results should be more safety conscious employees who are receptive to learning and practicing the specifics of a safe, healthy workplace.

These trainings are includes

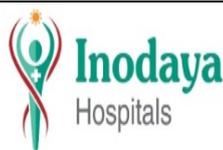
- Fire safety
- Radiation safety
- Laboratory safety
- Occupational safety (employee safety)

C. Some example of the safety plans are in the organization

- Installing the fire extinguishers
- emergency exit ways
- Installing the fire safety devices
- Handling of the hazardous materials

Patient safety devices are installed to provide proper patient care in the organization for examples

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- **Grab bars**
- **Bed rails**
- **Safety belts on stretchers and wheel chairs**
- **Warning signs like radiation and biohazard**

Mainly for the physically challenged people hospital arranges the facility as per the requirements. Ex: separate toilets for physically challenged people.

Employee safety devices are provide to ensure the safe working environment for example

- **Personnel protective equipments (Gloves, mask, Apron, head caps, shoes etc...)**
- **Immunization (Hepatitis B)**

D. Hospital prohibited the smoking in its premises. Hospital has the policy to identification and disposal of the materials not in use in the organization.

- **Biomedical waste will be treated as per the policy IH/HIC4d BIOMEDICAL WASTE MANAGEMENT.**

- **When any equipment in the organization getting breakdowns regularly, those are identified for replacements and same is communicated to the management in the management review meetings.**

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- Any equipment which is not used in the laboratory (decided to condemn) authorization letter will be taken from the lab director then the hospital will hand over to the machine for condemning to the biomedical department after disinfecting the machine.

6.0 RECORDS AND FORMATS: Drawings / Layout

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