



INODAYA Hospitals - Kakinada

Documentation code:
INH/HRM.11

Policy on Employee Health And Safety

Prepared date: 11/11/2025

Reference: HRM.9. NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 02

Review No: 1

Review date: 11/11/2026

1.0 POLICY:

The Medical Benefits Program shall only be applicable at Hospital facilities. For the purposes of this Policy Hospital facility shall include all hospitals managed and/ or operated by Hospital.

Details of the benefits available under the program are given below.

2.0 PURPOSE:

The Medical Benefits Program seeks to encourage the beneficiaries of the policy to adopt a responsible and proactive approach to managing health and through their actions to promote the services of Hospital.

For the purpose of this policy family shall constitute of:

- The program is applicable to all direct employees and their family. It shall not apply to contract staff.
- Family for the purposes of this policy shall mean employee and his or her spouse, dependent children and dependent parents.

3.0 DEFINITION:

Family: Family for the purposes of this policy shall mean employee and his or her spouse, two dependent children and dependent parents.

3.0 SCOPE:

The program is applicable to all direct employees. It shall not apply to contract staff

5.0 RESPONSIBILITY:

Medical Director and HRD

6.0 DISTRIBUTION:

All the employee of the hospital.

7.0 PROCESS DETAILS:

7.1 DESCRIPTION OF THE PROCESS:

Prepared by: 	Verified by: 	Approved by: 
Ms.Lalitha.N	Dr. M. Gowtham Krishna	Ms.Lakshmi Lavanya
HR	Medical director	Accreditation Coordinator



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- On joining the employee shall fill up the declaration form giving details of self and family including dependant parents.
- Every employee will be required to obtain identity card. The employees who do not have identity card are advised to obtain the identity card.

Initial employment health screening

An initial health check shall be done for every staff on joining. This shall mainly include a physical examination by a doctor and basic blood investigations including ECG and chest X ray.

All selected staff undergo Pre-employment Medical Health checkup at INODAYA hospitals, Kakinada. Physician examines the selected candidate, verify investigation and certify fitness status. The following are the investigation done at the time of pre employment health checkup to the staff of hospital are : CBP, ESR,CUE, RBS, Blood Grouping, Chest X Ray, HIV, HBs Ag, HCV & ECG

ANNUAL HEALTH CHECKUP

- The hospital will also conduct annual health checkup to assess the health status of the employees who are in direct patient care and other occupational hazards.
- They will be provided curative services if they are detected to have contracted communicable diseases.
- Employees who undergo annual health checkup are: All Medical, Nursing, and Paramedical & General Staff

Periodic preventive immunizations and examinations

- All employees working in patient contact area and other patient related services shall be compulsorily vaccinated for Hepatitis B.
- Hepatitis B- 1st dose on joining, 2nd dose after one month from 1st dose and 3rd dose after 6 months from 1st dose.
- The vaccination certificate shall be filed in the personal file of the employee.
- Staff if exposed to any infectious diseases shall be evaluated and counseled by the relevant team member (Infection Control Head/ Nursing Director/ Medical Superintendent) and a follow up shall be done to ensure they are taken care of.

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- Other vaccinations like for chicken pox, H1N1 etc shall be administered based on the requirements and advice from the Infection Prevention & Control Committee. This shall be administered to the staff that may be exposed to such infections.

Contagious Disease and Restrictions to the staff

Staff shall be restricted from reporting to their routine activities and shall be granted leave of absence, if they suffer from contagious diseases/Staff Training on Infection Control ,Contagious diseases and Hand washing

Modes of transmission of infection and importance of complying with standard and transmission based precautions; Importance of reporting certain illnesses or conditions (whether work related or acquired outside the hospital), such as

- ♣ Generalized rash or skin lesions that are vesicular, pustular, or weeping,
- ♣ Jaundice,
- ♣ Cough that persists for >2 weeks,
- ♣ Gastro intestinal illness,
- ♣ Febrile illness with fever of >103° F lasting >2 days), and hospitalizations resulting from febrile or other contagious diseases

Education, training and interventions on safe patient handling

INODAYA Hospitals, Kakinada shall provide education, training and interventions on safe patient handling which shall include training and use of proper body mechanics (including use of transfer aids (safe slide)) and promotions of good postures that shall be effective in preventing job-related injuries. Physiotherapy Department shall take a lead in training the health care workers on safe patient handling.

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