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OHSC CHECKLIST

OHSC CHECKLIST DRAFT 5- NOV 2024					
FACILITY STRUCTURE AND ENVIRONMENT		YES	NO	N/A	COMMENT
CONSULTATION AND PROCEDURE ROOMS:					
• Designated consultation rooms.					
• Separate procedure rooms for invasive or specialized procedures.					
HAND HYGIENE FACILITIES:					
• Functional handwash basins in all service areas.					
• Functional taps.					
• Wall-mounted soap dispensers with liquid soap.					
• Paper towel dispensers with disposable towels.					
• General waste containers with appropriate liners.					
LINEN MANAGEMENT:					
• Designated areas for clean linen storage.					
• Temporary storage areas for dirty linen.					
• Sufficient supply of clean linen (cloth or disposable).					

WASTE MANAGEMENT:	YES	NO	N/A	COMMENT
Segregated containers:				
• Red-labeled for infectious non-anatomical waste.				
• Yellow sharps containers (tamper-proof, impenetrable).				
• Black, beige, or white containers for general waste.				
• Red-labeled buckets with sealable lids for anatomical waste (if applicable).				
Color-coded mops:				
• Red: Toilets and bathrooms.				
• Blue: Clinical and non-clinical areas.				
• Exterior area-specific mop (if applicable).				
ENVIRONMENTAL SAFETY:	YES	NO	N/A	COMMENT
• Cleanliness of all practice areas (free from dirt and dust).				
• Fire safety protocols and functional emergency exits.				
• Documented pest control program.				
EMERGENCY EQUIPMENT:	YES	NO	N/A	COMMENT
Automated External Defibrillator (AED) or defibrillator with:				
• Pads, paddles, and electrodes.				
Cardiac resuscitation board.				
Airway management devices:				
• Oropharyngeal airways (minimum two sizes: adult and pediatric).				
Oxygen delivery systems:				
• Oxygen cylinders or concentrators.				
• Re-breather oxygen masks (adult and pediatric).				
Manual resuscitator bags (adult and pediatric).				
Nebulizer masks (adult and pediatric).				

Pulse oximeters with adult and pediatric probes.				
Intravenous (IV) equipment:				
• Intravenous administration sets.				
• IV cannulae (minimum four).				
IV fluids:				
• 0.9% NaCl 1000ml.				
• Ringer's lactate or Balsol solution 1000ml.				
• Half Darrow's solution.				
Emergency medications:				
• Adrenaline 1mg.				
• Hydrocortisone 100mg/2ml.				
• Promethazine 25mg/ml.				
• Aspirin 300mg.				
• Glyceryl trinitrate tablets 0.5mg (sublingual TNT).				
• Salbutamol.				
• Diazepam or equivalent benzodiazepines.				
• Dextrose 50%.				
• Naloxone injectable.				
Resuscitation protocols or algorithms.				

	GENERAL CLINICAL EQUIPMENT:	YES	NO	N/A	COMMENT
	Examination tables with clean linen.				
	Basic diagnostic tools:				
	• Stethoscopes, BP monitors, thermometers, otoscopes.				
	• Blood glucose meters with strips.				
	• Urine dipsticks and pregnancy test kits.				
	Phlebotomy equipment:				
	• Vacutainer tubes, venepuncture needles, and holders.				
	Disposable supplies:				
	• Sterile and non-sterile gloves.				
	• Disposable gowns or aprons.				
	• Dressing packs and gauze swabs.				
	• Syringes (various sizes) and needles.				
	• Adhesive surgical tape and cotton wool balls.				
	Specimen collection:				
	• Urine specimen jars.				
	• Pap smear collection materials (if applicable).				
	Cold Chain Management:				
	• Medicine refrigerator (no food or beverages).				
	• Twice-daily temperature logs (records from the past month).				

DOCUMENTATION	YES	NO	N/A	COMMENT
OPERATIONAL SOP'S:				
Triage and prioritization of care.				
Infection control:				
• Hand hygiene, use of PPE, and waste management.				
Decontamination of medical devices (cleaning, sterilization, and packaging).				
Safe injection practices.				
Handling of complaints and adverse events.				
Waste segregation, handling, storage, and disposal.				
Maintenance of medical equipment.				
CLINICAL RECORDS:	YES	NO	N/A	COMMENT
User health records:				
• Biographical data (name, ID, contact details).				
• Clinical history, assessment, diagnosis, and treatment plans.				
• Informed consent forms (signed by patient and healthcare provider).				
Referral documentation with:				
• Name of referring and receiving healthcare providers.				
• Clinical details, investigations, and reasons for referral.				
• Records of diagnostic investigations and follow-up actions.				
STAFF TRAINING RECORDS:	YES	NO	N/A	COMMENT
• Infection prevention and control protocols.				
• Emergency response procedures.				
• Health record management training for new staff.				

	• Adherence to infection prevention protocols (e.g., hand hygiene, PPE use).				
	• Proper segregation of waste with documented disposal procedures.				
	GENERAL COMMENTS				
	TYPE OF PRACTICE				
	TYPE OF PATIENTS SEEN				
	OTHER COMMENTS	INSPECTOR			
		DATE OF INSPECTION			
		INSPECTOR'S SIGNATURE			
		DOCTOR			
		DOCTOR'S SIGNATURE			