Department:	Facility Management and Safety (FMS)	
Document:	Administrative Policy and Procedure	
Title:	Building Safety Plan	
Applies To:	All MCH Staff	
Preparation Date:	January 08, 2025	**Index No:** FMS-APP-017
Approval Date:	January 22, 2025	**Version :** 2
Effective Date:	February 22, 2025	**Replacement No.:** FMS-APP-017 (1)
Review Date:	February 22, 2028	**No. of Pages:** 03

HEALTH HOLDING

HAFER ALBATIN HEALTH CLUSTER MATERNITY AND CHILDREN HOSPITAL

1. PURPOSE:

1.1 The scope of the Maternity and Children Hospital Safety of the Building Plan is to provide to our patient's, personnel and visitors a physical environment that is free from hazards and to manage activities pro-actively through risk assessment in order to reduce the risk of injuries.

2. OBJECTIVE:

2.1 The objective of the Safety of the Building Plan is to control risks and potential safety hazards to our patients, personnel and visitors.

3. POLICIES:

3.1 The goals of Maternity and Children Hospital Safety of the building plan includes the following:
   3.1.1 To provide education to all personnel on the elements of the Safety Management Program.
   3.1.2 To ensure safe work practices and conditions.
   3.1.3 Reduce the risk of safety related incidents by proactively evaluating systems in place and making necessary changes through the Safety Committee, Administration and department participation.

4. PROCEDURE:

4.1 Post the following warning signs inside the hospital as appropriate and include but not limited to: Hazardous signs, wet floors during cleaning signs, x-ray signs, no smoking signs and signs to restrict cellular phones in sensitive areas, e.g. (Critical Care Units) as appropriate.

4.2 Post the following directive signs are posted as appropriate: Fire exit signs, directional exit signs, signs to direct staff and patients to the different services in the hospital, signs to direct patients and visitors to the emergency room, signs to identify floor level at staircases, and in front of elevators, signs to instruct staff, patients and visitors in restricted areas.

4.3 Inspect the patients bathrooms and showers are provided with non-slipping floors surfaces, bars to support patients, bell or a system to call for help, and lock system to allow for opening from outside.

4.4 Fire Safety is implemented in the kitchen has safety equipment that includes, but not limited to: Eye wash stations, fire blankets, first aid kit and fire extinguishers.

4.5 Fire Safety is implemented in the laundry has safety equipment that includes, but not limited to: Eye wash stations, fire blankets, first aid kit and fire extinguishers.

4.6 Fire Safety is implemented in the lab and includes, but not limited to: Eye wash stations, emergency shower, fire blankets, first aid kit, fire extinguishers and fire resistant storage safety cabinet.

4.7 Forbidding and removing the obstructions to exits, fire extinguishers, fire alarm boxes, emergency blankets, safety showers, eye wash stations.

4.8 Ensure that the emergency lighting is adequate for safe, evacuation of the laboratory.

4.9 Ensure that the all exits are maintained free of obstructions; all exits are free of locks or fastening devices that could prevent free escape.

4.10 Ensure that the all rooms in the laboratory have direct and unimpeded access to the outside corridor or a second exit.

4.11 Ensure that the all doors leading to laboratories are marked to indicate the fire hazards of materials used within this area.

4.12 Ensure that all units or services using lasers have written laser safety policies and procedures, and they are implemented.

4.13 Ensure that all flammable liquids are stored according to the Materials Safety Data Sheet (MSDS) guidelines.

4.14 Ensure that Occurrence, Variance Report (incident reports) are used to report safety of the building related incidents, and corrective actions taken.

4.15 The safety committee schedules and conducts the following:

4.15.1 Environmental Rounds to check staff knowledge and implementation regarding the FMS plans (Quarterly)and the following members should participate:

4.15.1.1 Member of safety
4.15.1.2 Member of security
4.15.1.3 Member of housekeeping
4.15.1.4 Member of biomedical
4.15.1.5 Member from maintenance department
4.15.1.6 Member from laboratory
4.15.1.7 Member from infection control
4.15.1.8 Member from nursing
4.15.1.9 Member from pharmacy
4.15.1.10 Member from quality management

4.15.2 Facility Tours to check the facility/physical plant (Quarterly) and the following members should participate:

4.15.2.1 Member of safety
4.15.2.2 Member of security
4.15.2.3 Member of housekeeping
4.15.2.4 Member of biomedical
4.15.2.5 Member from maintenance
4.15.2.6 Member from infection control

5. MATERIAL AND EQUIPMENT:

5.1 Warning Sinage
5.2 Environmental Rounds and Facility Tour

6. RESPONSIBILITIES:

6.1 All MCH Staff

7. APPENDICES:

7.1 N/A

8. REFERENCES:

8.1 MOH and civil rules and regulations

9. APPROVALS:

	Name	Title	Signature	Date
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