



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management Safety		
Document:	Administrative Policy And Procedure		
Title:	Safety Facility Tour		
Applies To:	All MCH Staff		
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1. PURPOSE:

N/A

2. DEFINITIONS:

2.1 The Facility Tour is a hospital-wide tour inspecting all hospital facilities and physical plant for potential life safety hazards and performance of the services delivered to the end user.

3. POLICY:

3.1 Schedule:

3.1.1 Tours will be conducted at monthly. At the beginning of each year a schedule of the areas to be toured and FMS programs to be addressed should be drawn up by the team leader & team coordinator and provided to the team members.

4. PROCEDURE:

4.1 Facility Tour Checklist:

4.1.1 Using the Safety Management Programs as a reference a Facility Tour Checklist was created to cover the following standards: Numbering corresponds to checklist numbering.

- 4.1.1.1 General Safety
- 4.1.1.2 Building Safety
- 4.1.1.3 Security
- 4.1.1.4 Hazmat and Waste Disposal
- 4.1.1.5 Emergency Preparedness
- 4.1.1.6 Life Safety
- 4.1.1.7 Medical Equipment
- 4.1.1.8 Utility Systems

4.2 Facility Tour Observation Report:

4.2.1 A Facility Tour Observation Report will be compiled by the coordinator, approved and signed by the members of the tour team and submitted to the manager of the area toured for corrective action.

4.3 Reporting to the Safety Committee:

4.3.1 The Facility Tour Team Leader shall provide a verbal Facility Tour report to the Safety Committee detailing areas surveyed and any concerns the team may have regarding their observations.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITY:

6.1 **Team Members:** The tour team consists of an appointed representative from the following service areas:

6.1.1 The tour team consists of an appointed representative from the following service areas:

6.1.1.1 Maintenance manager
6.1.1.2 Safety
6.1.1.3 Security
6.1.1.4 Maintenance
6.1.1.5 Biomedical maintenance
6.1.1.6 Infection control

6.1.2 The Team Leader decides which representatives are required for a particular tour as some representatives may not be required for specific areas. They are then notified by memo in advance of the next scheduled tour date and are asked to be prepared by reviewing the appropriate FMS manuals.

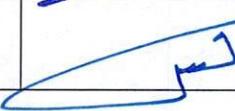
7. APPENDICES:

N/A

8. REFERENCES:

8.1 The Joint Commission requirements, accessible via the Internet at www.jcrinc.com/Joint-Commission-Requirements

9. APPROVALS:

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