



Department:	Facility Management Safety		
Document:	Administrative Policy and Procedure		
Title:	Facility Management and Safety Program		
Applies To:	All MCH Staff		
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1. OVERVIEW:

- 1.1 The Facility Management and Safety program of Maternity and Children Hospital is to set a mechanism for monitoring and applying all Facility Safety Management standards that are stated in Central Board of Health Care Institutions and through inspection of all locations in the hospital especially the hazardous locations, buildings and equipments.

2. PURPOSE:

- 2.1 The purpose of the facility management and safety program is to provide safety to all patients, visitors, employees and contractors.
- 2.2 To provide a Safety Environment, maintain the hospital properties and reduce the loss rate.

3. POLICY:

- 3.1 Effective Management of the Seven Safety Plans that are indicated in the Facility and Safety Standards of CBAHI.
- 3.2 Support "No Smoking Policy" inside the hospital.
- 3.3 Prevent incidents and injuries.
- 3.4 Support safety committee.
- 3.5 Correct three adverse situations of Safety requirements.

4. PROCEDURE:

- 4.1 **Safety Committee will ensure of applying the following plans stated below:**
 - 4.1.1 Building Safety Plan
 - 4.1.2 Security Plan
 - 4.1.3 Hazardous Materials and Waste Disposal Plan
 - 4.1.4 Internal and External Disaster Plan
 - 4.1.5 Life an Fire Safety Plan
 - 4.1.6 Medical Equipments Management Plan
 - 4.1.7 Utility Management Plan
- 4.2 The hospital administration will establish a budget to support the safety management programs.
- 4.3 A Safety Orientation Program will be given to all new personnel that incorporate the results and recommendations of the Safety Committee, Infection Control Committee, Quality Assessment and Improvement Committee and other committees.
- 4.4 All new personnel will attend the following safety classes prior to actual work start, but no later than thirty (30) days after employment.
- 4.5 Apply policy of "no Smoking" as stated in the policy.
- 4.6 **Safety Committee will be formed from the following representatives:**
 - 4.6.1 Head of safety
 - 4.6.2 Head of security

- 4.6.3 Head of housekeeping
- 4.6.4 Head of ER
- 4.6.5 Head of biomedical
- 4.6.6 Head maintenance department
- 4.6.7 Representative from laboratory
- 4.6.8 Infection control
- 4.6.9 Nursing
- 4.6.10 Quality management
- 4.6.11 Radiation safety officer
- 4.6.12 Pharmacy
- 4.7 The Committee has to hold a monthly meeting. The meeting will not be less than ten a years.
- 4.8 Safety Committee has to discuss and analyse all matters related to safety, review all incidents reports, propose the proper solutions and forward it the hospital director.
- 4.9 Safety Committee will address all managers of departments regarding the hazardous matters.
- 4.10 Safety Committee will ensure that all departments have written Safety Policy and Procedure matching with Safety requirements.
- 4.11 The Safety committee schedules and conducts the following.
 - 4.11.1 Environmental Rounds to check staff knowledge and implementation regarding the FMS plans (Quarterly).
 - 4.11.2 Facility rounds to check the facility/ physical plant (quarterly).
- 4.12 Appointing a full time trained safety officer.
- 4.13 The Safety Officer authorized to communicates in writing with all Department Heads and Chiefs of units to assign safety liaison officers, to liaise the safety issues with the safety officer.
- 4.14 Delegate to the Chairperson, Safety Committee and the Safety Officer the authority to intervene whenever conditions pose an immediate threat to life or health or threaten damage to equipment, facilities or the environment.
- 4.15 Appointing a required additional staff trained in safety that works with the Safety Officer to implement the safety plan.
- 4.16 The Safety committee applies the Civil Defense Gulf Countries Council (GCC) guidelines for the General Safety in the building copy attached or the equivalent guidelines.
- 4.17 Safety Committee will ensure that the availability of annual training program to update the data and mock drills at least once a year for all staff.
- 4.18 Safety Committee will ensure that the trained new employees on safety program elements, workplace hazards, emergency procedures and the location of material safety data sheets (MSDS) within 15 days of assignment and ensure that new employees attend the new hire orientation within 30 days of employment.
- 4.19 Safety Committee will ensure that the inspection results of Safety Equipments through a report of Safety Officer to Committee Meeting.
- 4.20 Safety Committee will ensure that regarding security and accidents affairs through report submitted by security officer to committee meeting.
- 4.21 Safety Committee will ensure that Medical equipment inspection results through a report to be submitted to Committee Meeting by Bio-Medical Officer.
- 4.22 Safety Committee will ensure that maintenance inspections through a report to be submitted to the committee meeting by maintenance officer.
- 4.23 Safety Committee will ensure that Hazardous Material Control through a report to the submitted to the committee meeting by Hazardous Materials Officer.
- 4.24 Safety Committee will ensure that safety procedure in laboratory, X-ray, infection control and pharmacy through a report to be submitted to committee meeting by the laboratory, X-ray, infectious disease and pharmacy.
- 4.25 Safety Committee will ensure that accidents control, prepare studies and set the solutions to avoid any re-occurrence through a report to be submitted to meeting by Quality Officer.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITY:

6.1 Facility Management and Safety staff

7. APPENDICES:

N/A

8. REFERENCES:

8.1 Total Safety Quality Center for Training and Consultancy (TSQCTC)

8.2 Kingdom of Saudi Arabia, Ministry of Health, Bisha General Hospital

9. APPROVALS:

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