

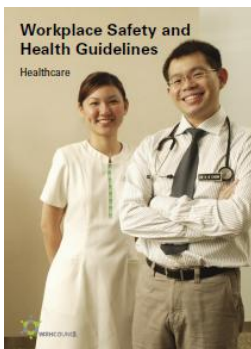
## **Workplace Safety and Health Checklist for the Intermediate and Long Term Care sectors**

### **Introduction**

Most patients return home to rest and recover after a visit to the hospital. However, there are some who require skilled nursing or rehabilitation services after they are discharged from hospitals, or, if they are old, need help to age-in-place. There are 3 different kinds of Intermediate and Long Term Care (ILTC) services provided in Singapore to cater to the needs of these individuals – residential ILTC facilities such as community hospitals, chronic sick hospitals or nursing homes; home-based (home nursing) services and community-based services such as day rehabilitation centres. These facilities are either managed privately or by Voluntary Welfare Organisations (VWOs).

The diverse safety and health concerns in healthcare services are traditionally divided into occupational safety hazards that pose an immediate threat; and occupational health hazards that cause long-term health problems. Safety hazards include the presence of sharp-edged equipment, or wet floor surfaces that may give rise to slips or trips. Health hazards are often more difficult to identify than safety hazards as they may result in either an immediate illness or the development of a disease in the long term. For example, a prick by a contaminated needle may result in Hepatitis in 90 to 180 days, but musculoskeletal disorders due to poor lifting postures will only surface 20 to 30 years later.

To protect the safety, health and welfare of all employees, the Workplace Safety and Health (WSH) Act came into effect on 1<sup>st</sup> March. Under the Act, all stakeholders are required to take reasonably practicable steps to ensure the safety & health of all employees. The WSH (Risk Management) Regulations and WSH (Incident Reporting) Regulations were among the subsidiary legislations introduced under the WSH Act.



To encourage and improve workplace safety and health in the ILTC sector, the Workplace Safety and Health Council (WSH Council) has produced a set of guiding principles known as the “Workplace Safety and Health Guidelines – Healthcare”. The guidelines highlight common work hazards faced by healthcare professionals and recommend best practices to control or prevent these hazards. The principles of safety and health management and information on the establishment of workplace safety and health programmes are also provided in the guidelines.

Workplace Safety and Health Guidelines – Healthcare is available on the WSH Council Website [www.wshc.gov.sg](http://www.wshc.gov.sg).

This “Workplace Safety and Health Checklist for the Intermediate and Long Term Care Sectors” is prepared as an addition to the “Workplace Safety and Health Guidelines – Healthcare”. ILTC organisations are strongly encouraged to utilize this checklist to assess the level of compliance in their care facility. It provides an aid for general assessment of residential ILTC facilities and can be adapted to suit specific needs of different organisations.

*Note: All references in the checklist are made to ‘Workplace Safety and Health Guidelines – Healthcare’ developed by WSH Council.*

**A. LEADERSHIP COMMITMENT**

Management commitment sets the essential foundation for an effective Workplace Safety and Health (WSH) management system. Corporate leadership should be familiar with the WSH Act and its relevant subsidiary legislations. To build WSH competencies for healthcare staff, training plans and risk assessments should be developed and carried out. It is mandatory under the WSH (Incident Reporting) Regulations to report fatal and non-fatal accidents (with more than 2 days MC), dangerous occurrences and occupational diseases. In addition, such records should be kept and corrective and preventive actions taken to prevent repeat occurrences, accidents and ill-health.

*Please refer to pages 6-13 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Managing Workplace Safety and Health in Healthcare.*

	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a. Management is aware of the Workplace Safety and Health Act and its coverage in the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	
b. All potential hazards at the workplace have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	
c. Risk assessments covering all work activities and processes in the workplace have been conducted and documented based on the requirements stipulated in the WSH (Risk Management) Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	
d. Risk assessments are communicated to all staff. Staff are also advised on the controls in place to manage identified hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
e. Risk assessments are reviewed periodically and updated where necessary to ensure its relevance to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	
f. A system is in place for staff to report incidents, near misses, dangerous occurrences and occupational diseases. Where required under the WSH (Incident Reporting) Regulations, the incident is reported to MOM.	<input type="checkbox"/>	<input type="checkbox"/>	
g. Investigation and management reviews are conducted for all workplace incidences, near misses and dangerous occurrences and incidences of occupational diseases.	<input type="checkbox"/>	<input type="checkbox"/>	
h. WSH training is provided regularly to all staff. <i>(Please refer to page 9 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Training Programmes)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Sub-contractors engaged (e.g. cleaning sub-contractors) conduct risk assessments prior to the commencement of work.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>B.</b>	<b>WORKPLACE SAFETY AND HEALTH RISK MANAGEMENT</b>
<b>B1</b>	<b>Biological and Infectious Hazards</b>

Healthcare staff are exposed to potentially infectious agents by inhalation, injection, ingestion or physical contact. It is thus important to break the chain of transmission to avoid spreading diseases. A list of all work activities should be prepared for routine and non-routine work, such as the disposal of infectious matter, housekeeping, laundry and maintenance of contaminated equipment. This registry should form part of the workplace risk assessment and safe working procedures for all activities involving biological and infectious agents.

Risks should be controlled at source and control measures should follow the hierarchy of controls – elimination, substitution, engineering controls, administrative measures and use of PPE as the last preferred measure of risk control.

*Please refer to pages 35-55 of “Workplace Safety and Health Guidelines – Healthcare” for more information on managing Biological and Infectious Hazards.*

		Yes	No	Remarks
a.	All healthcare staff are aware of the possible routes of exposure to infectious agents and employ the necessary precautionary measures to avoid infections.	<input type="checkbox"/>	<input type="checkbox"/>	
b.	All healthcare staff are trained to handle bodily fluids, tissues and blood safely. <i>(Please refer to “Guidelines for Preventing Transmission of Bloodborne Infections In A Health Care Setting” published by the Ministry of Health for more information)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
c.	There is a system in place to prevent and control the transmission of infectious diseases.	<input type="checkbox"/>	<input type="checkbox"/>	
d.	A post exposure programme for infectious diseases is in place. <i>(Please refer to page 38 of “Workplace Safety and Health Guidelines - Healthcare” for more information on Post Exposure Programme)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Safe Work Procedures are drawn up and regularly reviewed for procedures involving handling of sharps (e.g. safe cannulation involving needles).	<input type="checkbox"/>	<input type="checkbox"/>	
f.	Puncture-proof sharps bins are easily and readily available for disposal of sharp objects. These bins have distinguishing labels on them.	<input type="checkbox"/>	<input type="checkbox"/>	
g.	All healthcare staff are trained in the proper identification, usage, storage and disposal of sharps.	<input type="checkbox"/>	<input type="checkbox"/>	
h.	Food and medicine are stored separately.	<input type="checkbox"/>	<input type="checkbox"/>	
i.	All staff are trained on the proper usage of respiratory protective devices.	<input type="checkbox"/>	<input type="checkbox"/>	

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- j. A fit test for respiratory protective devices is conducted for all staff periodically by trained personnel and records of the tests are kept.   \_\_\_\_\_  
*(Please refer to the SPRING standard on selection, use and maintenance of respiratory protective devices)*
- k. Adequate and appropriate protective equipment (such as impervious gowns, masks, gloves, eye protection, etc) is provided and readily available to protect staff from exposure to infectious hazards.   \_\_\_\_\_  
*(Please refer to pages 43, 49 & 51 of "Workplace Safety and Health Guidelines – Healthcare" for more information on personal protective equipment)*
- l. Isolation rooms with appropriate apparatus to adjust indoor air pressures are available for patients with infectious conditions.   \_\_\_\_\_
- m. All healthcare staff are aware and carry out instructions given out by the radiation treatment centre when handling patients who have received radiation treatment.   \_\_\_\_\_

## **B2 Chemical Hazards**

Chemical safety is an essential element of an effective occupational health and safety program. Healthcare professionals are at risk for occupational exposure to a variety of hazardous chemicals and situations. Being aware of the potential hazards in the work environment allows greater control of risks. Controlling exposures to chemical agents requires a thorough process of hazard recognition, risk assessment, development of control measures, communication of the risks and control measures, and training to ensure that the indicated controls are exercised.

An inventory of chemicals, which includes all hazardous chemicals used and stored in the premises, should be prepared. All chemical containers should be properly labelled, stored securely and in the right condition according to Safety Data Sheets (SDS) or manufacturer's recommendations. The safe work procedures (SWP) should include safe handling, usage and disposal of all chemicals and SDS should be made available to all personnel using and handling hazardous chemicals. All relevant healthcare staff must be trained in proper storage, handling and disposal of chemicals and be provided with appropriate PPE as recommended by SDS. Each healthcare facility should have a chemical spill response plan and relevant healthcare staff must be designated to handle chemical spills. The training of chemical spill response must be in accordance to the SDS of the respective chemical.

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		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a.	A register of hazardous chemicals is maintained with information on the inventory and location of storage. This registry is updated whenever there is a change of chemical use or storage.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b.	Valid Safety Data Sheets (SDS) of all chemicals are available to all relevant staff. Staff are also trained on the interpretation of SDS. <i>(Please refer to page 16 of "Workplace Safety and Health Guidelines – Healthcare" for more information on the provision and application of SDS)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c.	All healthcare staff are trained in storage, use, handling and disposal of hazardous chemicals. <i>(Please refer to page 16 of "Workplace Safety and Health Guidelines – Healthcare" for more information on Hazardous Chemicals Management Programme)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d.	All chemicals are checked for compatibility during storage e.g. oxidising chemicals are not stored with flammable chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	_____
e.	All chemical containers must be labelled with the chemical name and associated hazards. <i>(Please refer to SS 508 Part 3 "Graphical symbols – Safety colours and safety signs – Safety signs used in workplaces and public areas" and SS 508 Part 4 "Specification for graphical symbols – Safety colours and safety signs – Design principles for graphical symbols for use in safety signs")</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
f.	Adequate exhaust ventilation is available.	<input type="checkbox"/>	<input type="checkbox"/>	_____
g.	Adequate and suitable PPE is available for all staff to use when handling chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**B2.1 Hazardous Drugs Handling**

Drugs are usually found as injections, tablets, capsules or liquids and, in some cases, administered via continuous infusion. There is potential risk of exposure during reconstituting and mixing, connecting and disconnecting intravenous tubing, disposing of waste equipment and patients' wastes. Such wastes can be found on work surfaces, clothes and medical equipment. Therefore, the identification of activities which involve usage and disposal of hazardous drug handling is critical. All relevant healthcare staff must be trained in routes of exposure and proper handling and disposal of hazardous drugs.

*Please refer to pages 87 – 103 of "Workplace Safety and Health Guidelines – Healthcare" for more information on Hazardous Drug Handling*

		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a.	Access to hazardous drugs and preparation areas are limited to selected staff and out of bounds to the public.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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- |    |   |                          |                          |  |
|----|---|--------------------------|--------------------------|--|
| b. | All activities that involve handling or exposure to hazardous drugs have been identified and their associated risks are evaluated in the workplace risk assessment.<br><i>(Please refer to page 94 – 103 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Activity Areas)</i> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| c. | Proper training is provided to relevant healthcare staff on work activities that involve handling of hazardous drugs.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| d. | There is a spill control programme for hazardous drugs.   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| e. | Hazardous drugs are prepared in ventilated cabinets and stored in air-tight containers.   | <input type="checkbox"/> | <input type="checkbox"/> |  |

## B2.2 Hazardous Waste Management

Healthcare facilities generate various types of wastes which require proper disposal. Wastes include infectious waste, pathological waste, contaminated sharps, cytotoxic waste, routine clinical, pharmaceutical, chemical and general waste. Trained healthcare staff should adopt proper and safe disposal of waste. Colour coded disposal bags must be used to segregate waste that needs special handling and disposal.

Proper disposal of bio-waste containers should involve appropriate labelling for clear identification and tight sealing before disposal. Healthcare staff can be exposed to blood borne pathogens from needlestick injuries or cuts from other sharp objects. These may be contaminated with an infected patient’s blood or through contact of eyes, nose, mouth or non-intact skin with an infected patient’s blood or bodily fluids.

*Please refer to pages 104-165 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Hazardous Waste Management.*

- |    |   | Yes                      | No                       | Remarks |
|----|---|--------------------------|--------------------------|---------|
| a. | All relevant staff are trained to identify various wastes and their proper disposal procedures.<br><i>(Please refer to page 104-105 of “Workplace Safety and Health Guidelines – Healthcare” or “CP 100:2004 – Code of Practice for Hazardous Waste Management” for more information on Hazardous Waste Management)</i> | <input type="checkbox"/> | <input type="checkbox"/> |         |
| b. | Separate disposal bins are used to dispose of various clinical wastes (e.g. sharps, general, infectious, pathological, cytotoxic, etc). Each disposal bin is marked and labelled with the waste it contains.  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| c. | Wastes that require special handling and disposal are collected in different colour-coded bags.<br><i>(Please refer to page 106 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Hazardous Waste Management)</i>  | <input type="checkbox"/> | <input type="checkbox"/> |         |



- d. Licensed waste contractors are engaged for disposal of various hazardous wastes.   \_\_\_\_\_

**B3 Physical Hazards**

Healthcare staff are exposed to many physical hazards e.g. ergonomics, and sharps etc. Risk assessment must be carried out for all work activities which involve contact with such physical hazards. Here are some recommended practices:

Ergonomics

- If your practice utilises a computer, the top of the computer screen should be just below the person’s line of sight to avoid eye-strain. An anti-glare screen should be used.
- Chairs should be fitted with height adjustment and footrests. Staff should be taught to adjust their workstations to suit their comfort.
- There should be sufficient legroom available. Storage shelves and cabinets should be properly loaded with heavy items stored at the bottom drawers for better stability.
- Stepladders or stools should be provided to reach top shelves.
- Trolleys should be available for moving heavy items.
- All inventory items should be kept at strategically accessible locations that prevent healthcare staff from stooping and overreaching and resulting in back strains.
- Commonly used doors should be fitted with see-through sections or warning signs to avoid human collisions.

*Please refer to pages 56-81 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Physical Hazards.*

	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a. All relevant staff are trained on proper manual handling techniques, lifting of equipment and transferring of patients. <i>(Please refer to page 56 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Ergonomics)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Workstations are designed to avoid awkward and uncomfortable repetitive postures.	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Ladders and small platforms are in good condition and healthcare staff are trained in their safe usage.	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Sharp edges on therapy equipment should be covered to prevent cuts.	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Slippery surfaces or stair edges should be constructed with anti-slip material or lined with non-slip tape.	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Physiotherapy equipment should be stored properly when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**B4 Electrical & Equipment-Related Hazards**

All electrical cables, plugs and switches should be in good condition and subject to regular inspections to ensure their reliability. Proper plugs must be used and power sockets should not be overloaded with unnecessary extensions. All electrical cables should be in good condition and free from segments with exposed wires. Flammable material like paints must not be stored in close proximity to electrical panels and combustible material like files should not be kept in electrical panels.

Pressure Vessels

Pressure vessels such as air receivers, steam receivers and steam boilers (e.g autoclaves) must be registered with the Ministry of Manpower. Details on registration and periodic inspections can be found on the MOM website ([www.mom.gov.sg](http://www.mom.gov.sg)) under “Planning a Safe and Healthy Workplace”.

Pressure vessels (e.g. autoclaves) must be kept in good condition and regularly maintained as per manufacturer’s recommendations and MOM’s requirements. A visual inspection must be carried out before operating any electrical equipment or appliances.

*Please refer to pages 109 and 118 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Electrical and Equipment-Related Hazards.*

	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a. All healthcare staff are informed of electrical hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
b. Electrical sockets are not overloaded.	<input type="checkbox"/>	<input type="checkbox"/>	
c. A register of electrical equipment that requires periodic (e.g. 6 months), regular (e.g. every month) and/or preventive maintenance is available.	<input type="checkbox"/>	<input type="checkbox"/>	
d. All electrical cables, plugs, sockets, switches and appliances are in good condition and bear the Safety Mark sticker.	<input type="checkbox"/>	<input type="checkbox"/>	
<i>(Please refer to page 118 - 119 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Electrical Safety)</i>			
e. Pressure vessels (e.g. autoclaves, jacketed steam sterilizers, air receivers, and steam boilers) are maintained regularly as per manufacturer’s recommendations and regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	
<i>(Please refer to page 119 - 120 of “Workplace Safety and Health Guidelines – Healthcare” for more information on Pressure Vessel safety)</i>			
f. Pressure vessel operators are trained on safe operating procedures. The necessary personal protective equipment is provided.	<input type="checkbox"/>	<input type="checkbox"/>	
g. All electrical installations and maintenance are done by licensed electricians.	<input type="checkbox"/>	<input type="checkbox"/>	
h. Electrical circuits are protected by circuit breakers to prevent overload.	<input type="checkbox"/>	<input type="checkbox"/>	



**B5 Fire Hazards**

The fire response plan should be made available to all healthcare staff and training must be provided to recognize fire alarms and carry out emergency response. All healthcare staff must be aware of their role in the event of emergencies and must be trained in the safe use of fire extinguishers. Fire extinguishers should be provided at appropriate and prominent locations that are clearly indicated. All emergency exits should be kept clear of clutter. Emergency exit signs and emergency lighting units should be provided and maintained in good condition at all times. Fire escape doors should always be kept closed. Combustible materials should not be stored near electrical panels.

*Please refer to pages 109 and 112 of "Workplace Safety and Health Guidelines – Healthcare" for more information on Fire Hazards.*

	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a. Fire extinguishers are available and serviced regularly. <i>(Please refer to page 112 of "Workplace Safety and Health Guidelines – Healthcare" for more information on Fire Emergency Response)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Emergency exits are kept clear of obstacles and exit signs are clearly displayed at appropriate locations.	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. All flammable and combustible materials are kept in proper storage locations.	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. All staff are briefed about emergency evacuation procedures. Staff are also trained in their roles during a fire emergency.	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Fire response systems and equipment are provided for and maintained in compliance with the Fire Safety Act.	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Work activities involving sparks, ignition, flames and high temperatures are confined to a designated area (with adequate ventilation) to prevent materials in the vicinity from catching fire accidentally.	<input type="checkbox"/>	<input type="checkbox"/>	_____

**B6 Other Hazards**

Access and Egress

Passageways must be kept clear of clutter for clear access and egress. Walkways must be well-lit and kept in good condition to avoid slips or trips. All steps should be provided with anti-slip nosing.

Lighting

Lighting has a major impact on how quickly, safely and comfortably employees are able to carry out their tasks. Adequate and uniform lighting helps to reduce visual fatigue and provide for the health and safety of all employees at the workplace. Suitable lighting should always be provided for at all work areas.

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Indoor Air Quality

The workplace should be ventilated by natural or mechanical means to provide a constant supply of fresh air. Regular maintenance (periodic 6 monthly or as recommended by the manufacturer) should be carried out for various components like air conditioning and exhaust systems. Chemicals that require local exhaust ventilation during handling and disposal should be identified.

Maintenance

Proper housekeeping is an essential part of an effective workplace safety and health management system. Any spills must be cleaned up immediately. Rubbish bins should be cleared regularly to prevent overflowing. Refrigerators and cooking appliances should be cleaned at regular intervals. All power points must be fitted safely to avoid potential contact with water. The toilet and changing rooms should be well lit, floors must be fitted with non-slip mats, and ceilings and walls must be in good condition and free from mould. Rubbish bins and/or sanitary bins should be provided at appropriate places. Hand hygiene facilities should be made available for both visitors and staff. Hand wash stations should be equipped with soap and disposable hand towels or hand dryers.

Poor maintenance of equipment and machinery can lead to serious accidents. A list of all equipment that requires periodic maintenance, including the recommended maintenance frequency, should be prepared. A competent sub-contractor must be hired for any repair and maintenance works. Prior to the start of any maintenance or repair work, all sub-contractors must submit their legal documentation e.g. risk assessments and safe work procedures to the designated staff-in-charge.

The lock-out and tag-out (LOTO) system must be in place.

Psychosocial Hazards

The psychosocial hazards at the workplace comprise issues relating to stress and burn-out, workplace aggression and patient violence. Workplace aggression and violence may range from verbal abuse, use of profanities and physical assaults from both patient and visitors. All healthcare staff shall be trained in conflict resolution and management of physical assaults. A panic alarm or system should be provided to inform all healthcare staff of a conflict situation.

Staff welfare should also be taken into account at the job design stage. Due care should be given to ensure work tasks do not cause harm to the physical (in the area of ergonomics) and mental health of the staff.

	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
a. The possible areas of slips, trips and falls are identified and steps are taken to eliminate/reduce the likelihood of accidents.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Access ways, steps and platforms are kept in good condition to avoid slipping and tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Staircases are provided with hand rails and are well lit.	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Staircases and walkways are not obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	_____

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- |    |  |                          |                          |       |
|----|--|--------------------------|--------------------------|-------|
| e. | Indoor Air Quality is checked regularly and maintained at a healthy level  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| f. | Air conditioning and air ducting are cleaned regularly. Air conditioning filters and HEPA filters are regularly replaced.        | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| g. | Hand hygiene practices are taught and hand sanitisers are made available to staff.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| h. | Adequate hand washing facilities are provided.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| i. | Refrigerators and cooking appliances (if any) are maintained and cleaned regularly.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| j. | Food and medicine are stored separately.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| k. | Maintenance and repair work on hazardous machinery and electrical installations are carried out regularly. Service records kept. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| l. | A panic alarm system is available for staff to use when encountered with signs of aggression.                                    | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| m. | Adequate and appropriate lighting is provided for all work activities so as not to cause eye strain.                             | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| n. | A first-aid box is available and regularly checked.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| o. | First-aid personnel are trained and available in accordance to the WSH (First-Aid) Regulations.                                  |                          |                          |       |
| p. | Kitchens should be kept clean, dry and hygienic whenever possible.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

-End-