



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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SAFETY AND MAINTENANCE COMMITTEE

STANDARD OPERATING PROCEDURE

1. Objectives:

The Safety and Maintenance Committee SOP aims to establish clear guidelines and procedures for the effective management, maintenance, and safety of facilities, equipment, and infrastructure within the medical college. It outlines the roles, responsibilities, and protocols to ensure a safe and conducive environment for students, faculty, and staff.

Introduction:

The maintenance department is charged with responsibility of ensuring the safe, cost effective operation and maintenance of hospital facilities and expensive equipment.

FIRST OBJECTIVE:

To create a hospital physical environment conducive to the well being of the patient.

SECOND OBJECTIVE:

To make sure those facilities like Electricity, Air Conditioning, Water supply, Utility equipments and steam supply are in service to the satisfaction of the customers, except for scheduled interruptions such as scheduled preventive maintenance for the equipment.

THIRD OBJECTIVE:

To ensure economical operation and maintenance of the physical plants such as AC plant, Medical Gas Plant, generator, etc.

FOURTH OBJECTIVE:

To ensure the patient safety and the safety of the employee's.

The Safety and Maintenance Department can be broadly divided into following sections based on the specific function:



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1. Air Conditioning and Refrigeration
2. Electrical Systems.
3. Plumbing - Water and RO Plant management
4. Biomedical Equipment management.
5. Civil and physical facility management
6. Fire safety
7. Medical Gas Plant.
8. Housekeeping services
9. Security service
10. Store and Purchase
11. Pest control
12. HIMS
13. Biomedical and E waste management
14. Laundry services.
15. CSSD
16. Patient safety
17. Laboratory safety programme
18. Radiology safety programme

2. Composition of the Safety and Maintenance Committee:

The Safety and Maintenance Committee comprises key members responsible for overseeing various aspects of facility management. Members may include:

- Chairperson of the Safety and Maintenance Committee (Dean)
- Facility Manager or Coordinator
- Representatives from different departments
- Maintenance Staffs



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Committee constitution:

The following will be the members of the Safety and Maintenance Committee with effect from 17/01/2022. The committee shall be effective for five years from the aforementioned date.

MEMBERS OF THE SAFETY AND MAINTENANCE COMMITTEE

S. No.	Name	Designation	Position
1.	Dr. R.Jayanthi	Dean	Chair person
2.	Dr.Lakshmi Mani	CCMO,NABH coordinator	Coordinator
3.	Dr. V. U. Karthikeyan	Associate Professor	Member
4.	Dr. Arun Kumar Jacob R.	Senior Resident	Member
5.	Dr.Gnanam	RMO	Member
6.	Mrs.Thangamariyammal	NS	Member
7.	Mrs.Gayathri	ICN	Member
8.	Ms. Priya	RSO	Member
9.	Mrs. Durga Devi	CSSD in charge	Member
10.	Mr. Saravanan	Fire Safety Officer	Member
11.	Mr. Rajesh	HR- Facility Manager	Member
12.	Mr. Hemachandran	Civil engineer	Member
13.	Mr. Gubendiran	Electrical Engineer	Member
14.	Mrs. Sayana Chandran	Bio-Medical Engineer	Member
15.	Mr.Rajesh	IT department	Member
16.	Mr.Suresh Babu	Floor supervisor	Member
17.	Mr.Parasuraman	Plumbing incharge	Member
18.	Mr.Gopi	Laundry incharge	Member
19.	Mr.L.Nadhan	Security incharge	Member
20.	Dr.V.Vinith	GM-SR	Member



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3. Roles and Responsibilities

3.1 Chairperson

- Provide leadership and direction to the Maintenance Committee.
- Represent the committee in discussions with college administration.
- Oversee the strategic planning and development of maintenance initiatives.
- Responsible for taking decision on project work being carried out inside the hospital premises.
- Responsible for upgrading and modernization of utility equipment in various areas.
- Dealing with government organization and other establishments in relation with maintenance department.
- Responsible for planning, costing, and execution of various projects inside the Hospital premises.
- Taking policy decision in co-ordination with the management.
- Responsible to look after welfare of the staff in the Department.
- Long term planning in taking up Renovation/modifications.
- Responsible to prepare and project Budget for maintenance activities.
- Helping management in decision making regarding purchase of machines and vendor evaluation.

3.2 Facility Manager or Coordinator

Manage day-to-day maintenance operations.

Develop and implement preventive maintenance schedules.

Coordinate with external contractors for specialized maintenance.

3.3 Department Representatives

Communicate department-specific maintenance needs to the committee.

Collaborate with the committee to prioritize maintenance projects.

Provide feedback on the effectiveness of maintenance activities.



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3.4 Maintenance Staff

Perform routine inspections and maintenance tasks.

Report maintenance issues and concerns to the Facility Manager.

Collaborate with other staff to address maintenance needs promptly.

Facility Manager:

- The Facility Manager is fully responsible to guide the team of Operators in day-to-day maintenance of various appliances used in the hospital and building of effective usage.
- Responsible to look after welfare of the staff in the Department.
- Fixing of contractors for specific jobs with the help of system-in-charge.
- Evaluating the day to day maintenance work.

Electrician:

- To seek to the upkeep of preventive maintenance
- To ensure that equipments are functioning properly.
- To make Electrical modification / Renovation whenever necessary
- To co-ordinate with Electrical Inspection
- To co-ordinate in electrical inspection activities.
- To inspect the floor electrical rooms and distribution panels.
- To change fuse and cables as and when required.
- To rectify patient room problems



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- To carry out Electrical wiring works.
- To carry out necessary work in under repair rooms.
- To solve minor problems in lift and maintain its function.
- Any other job assigned by Superior.

AC Technician cum Operator :

- To carry our routine/break down Maintenance.
- To actively involved in evolving long term planning for improvements in the system.
- To perform the operation activities at the plant.
- Any other job assigned by the Superior.

Plumber :

- To maintain pump house
- To maintain water distribution inside the hospital
- To maintain drains and public toilets.
- To do any modifications in the pipelines if necessary.
- To attend to under repair room works.
- Any other assigned by superior.

RO Plant operator:

- To maintain the works of the RO plant.
- To administer the distribution of the RO plant water.



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- To monitor the water testing of the RO plant.

Medical Gas Bank operator:

- To distribute the oxygen tanks according to the bank positions
- To check pressure of the gases
- To monitor the AMC/CMC processes and execute
- To monitor the breakdown and to organize the repairing of the same

Security Officer

- Functions as Fire Safety Officer. Fire prevention/detection measures are implemented in consonance with the Safety Manual.
- To be overall in charge of central control room
- Ensure the absolute security of all equipments, assets, employees, patients, bystanders, visitors at all times.
- Liaise with police & civil authorities and implement the time to time directives
- Proper training to security personnel on traffic control, crowd control, fire fighting, central control room etc.
- Collect intelligence about antisocial, pilferers, trouble mongers etc and provide input to the management. Prevent entry of such elements in the hospital premises.
- Conduct night inspections periodically so that the security staffs are kept alert.
- Ensure the perimeter road in the premises are always worthy for travel.

Supervisor House Keeping:

- Executive Housekeeping with his considerable number of cleaning staff at his command shall:-
- Ensure cleaning processes as per SOP in Hospital Waste Management, with special emphasis to segregation of biomedical waste.



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- No waste items especially inflammable are left stored in the premises. Hazardous materials are stored/utilized as per protocol
- See that no articles are kept between switch boards, fire alarms, fire extinguishers etc. safety gadgets. All fire prevention measures are to be implemented.
- Keep clean the stair case ways for easy and smooth passage
- Functioning of laundry and biogas plant is not hampered any way.

Fire Safety Officer

- Under directions from COO, impart training to staff in fire fighting and evacuation of patients. Periodical training to the hospital Emergency Response Team.
- Maintain a list of such trained personnel and update the list every month.
- Check fire extinguishers regularly and ensure that:-
- Proper extinguishers have been located at all required areas.
- Expired cylinders are refilled on time
- Trained personnel are available in the proximity of the fire extinguishers.
- Ensure that routes and corridors leading to various floors, rooms, stores, fire escape routes etc. are free of all types of obstructions.
- Ensure route map showing position of the rooms and route to the planned escape exit is displayed in each room/ward.

Patient safety programme:

Safety policy:

SMMCHRI is fully committed to provide a medical care that is safe and free from well known harms associated with medical care delivery. It is the goal to provide patients, their families, visitors and staff with an environment and workplace free of recognized and well known hazards



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- Towards this goal, shall
- Comply with all legal and statutory requirements relating to air, water, sound, food, and electricity, alternate sources of power generation, engineering equipment, biomedical equipment, biomedical waste management, hazardous material management and radiation.
- Establish structures and processes that will ensure safe medical care to its patients.
- Appoint a safety committee which shall plan and document a hospital wide safety programme which shall consist of

Patient safety programme

Facility safety programme

Laboratory safety programme

Radiology safety programme.

Ensure that all its employees are aware of the hospital wide safety policies, their interpretation and implementation through induction and in-service training.

National patient safety solutions shall be adopted by the Safety Committee for identifying areas for improvement.

- Incidence of communication error including handovers
- Incidence of patient identification error
- Reduce The Risk Of Healthcare-Associated Infections.
- **Prevent patient fall**
- **Safety of high alert medications**
- Prevent mistakes in surgery
- Ensure that all its employees follow safe work practices and report all unsafe conditions to their immediate supervisor.
- Separately earmark an annual budget towards improving patient, families, visitors and staff safety.



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- Ensure that this policy is documented, reviewed periodically, communicated to all employees and made available to public.

4.Functions

- To establish regular maintenance of the building and the equipment of the institute.
- The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor regular annual maintenance of the institute and related infrastructure.
- To monitor and plan major and minor repairs of lab equipment's and office accessories.
- To update and maintain registers of annual maintenance of infrastructure and equipment

DEPARTMENTAL PROCEDURE:

1. Preventive and safety maintenance of general item (other than bio medical), electrical and civil is done by the maintenance department as per regular maintenance plan.
2. A Breakdown Record with date, instrument start time, operated by, instrument shutdown/unplug time, shutdown by, breakdown/complain data, informed to and time of information, date & time of the problem withdrawal, remarks and signature is maintained by department in-charge for checking the frequency level of breakdown complaints get resolved.

PREVENTIVE PROCEDURE: -

- 1) Most of the equipments (which are under AMC) are serviced by the suppliers themselves as per schedule of Preventive maintenance.
- 2) Preventive Maintenance of various facilities & equipments (which are not under AMC) are carried out by in-house maintenance department.
- 3) Administrative departments are responsible for calibration of all equipment as per schedule as detailed for inspection, measuring & test Equipment, procedure for control of monitoring & measuring devices.



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BREAK DOWN PROCEDURE: -

- In-case of breakdown user department informs the maintenance department & enters into Maintenance Call Slip.
- Facility Managers ends concerned maintenance persons to attend the requisite job.
- Study the nature of breakdown, take necessary action accordingly. (Cleaning/filling in/adjusting/repairing/ replacing).
- Check the work comes under in-house maintenance or service contract or contractor.
- Get the signature of the concerned user department after completion of job & take the copy of Maintenance Call Slip.
- Record the job done in the Breakdown Record

5. Preventive Maintenance

5.1 Develop a Preventive Maintenance Plan

Identify critical facilities, equipment, and systems requiring preventive maintenance.

Establish a schedule for routine inspections, cleaning, and upkeep.

5.2 Inspections and Assessments

Conduct regular inspections of buildings, laboratories, classrooms, and other facilities.

Assess the condition of equipment, electrical systems, plumbing, and other infrastructure.

5.3 Preventive Maintenance Records

Maintain detailed records of preventive maintenance activities.

Document dates, tasks performed, and any identified issues.

6. Reactive Maintenance

6.1 Reporting System

Establish a system for reporting maintenance issues and requests.

Ensure that all staff and students are aware of the reporting process.

6.2 Priority System

Implement a priority system for addressing maintenance requests.

Classify issues based on urgency, potential impact, and safety considerations.



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6.3 Timely Response

Ensure that maintenance staff respond promptly to reported issues.

Communicate progress and resolution timelines to the requestor.

7. Emergency Response

7.1 Emergency Procedures

Develop and communicate emergency procedures for facility-related incidents.

Conduct drills and training for maintenance and response teams.

7.2 Emergency Contacts

Maintain an updated list of emergency contacts for maintenance-related incidents.

Ensure that relevant authorities are notified promptly in case of emergencies.

7.3 Disaster Recovery Plan

Develop a disaster recovery plan for unforeseen events affecting facilities and infrastructure.

Establish communication and coordination protocols for recovery efforts.

8. Environmental Sustainability

8.1 Sustainability Initiatives

Identify opportunities for incorporating sustainability practices into maintenance activities.

Implement energy-efficient measures and waste reduction strategies.

8.2 Green Building Practices

Explore and implement green building practices to enhance environmental performance.

Collaborate with architects and contractors to integrate sustainable features.

9. Budgeting and Resource Allocation

9.1 Annual Budget Planning

Collaborate with the finance department to develop an annual maintenance budget.

Allocate resources based on priorities and anticipated needs.

9.2 Resource Optimization

Explore cost-effective solutions for maintenance activities.



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Prioritize projects that contribute to long-term cost savings.

9.3 Grant Applications (if applicable)

Identify and apply for grants or external funding for major maintenance projects.

Develop proposals outlining the scope, budget, and expected outcomes.

10. Communication

10.1 Communication Plan

Develop a communication plan to keep stakeholders informed of maintenance activities.

Establish regular updates through newsletters, emails, or bulletin boards.

10.2 Reporting to Administration

Provide regular reports to the college administration on maintenance activities, challenges, and achievements.

Include budget utilization and future plans in the reports.

11. Schedule of Meetings

The Committee shall formally meet at the start of the academic year to plan for the maintenance activities of the aforementioned year.

The second meeting for the academic year shall be conducted after 6 months to review the maintenance activities of the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained.

50% of the quorum is mandatory to conduct the meeting.

12. Documentation and Record Keeping

12.1 Maintenance Records

Maintain accurate and up-to-date records of all maintenance activities.

Archive documentation for auditing purposes and reporting requirements.

12.2 Manuals and Guidelines

Develop and update manuals and guidelines for maintenance staff.

Ensure that all staff are familiar with maintenance procedures.



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13. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in maintenance policies or institutional goals.

14. Approval

This SOP is approved by the Dean and will be reviewed annually or as needed.

Smith M.

IQAC COORDINATOR

[Handwritten Signature]

DEAN
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