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Design Manual for Occupational Health Services checklist-Final

Name of the Facility: _____

Date of Inspection: ____/____/____

Ref.	Description	Yes	No	N/A	Remarks
5	REQUIRMENT ONE: RECEPTION AND WAITING AREA				
5.1.	A reception, information counter or desk should be available to provide visual control of the entrance to the Occupational Health Services (OHS) and should be immediately apparent from that entrance				
5.2.	The information counter should be managed by OHS staff and provide access to customers ensuring the availability of both male and female waiting areas.				
5.3.	Privacy measures should be considered when designing the female waiting areas.				
5.4.	Designated areas for drinking water should be provided in the waiting areas				
5.5.	The waiting area seats ratio should be at least two seats per consultation room (2:1).				
5.6.	Wheelchairs should be accommodated within the waiting area. (Refer to DM code 223)				
5.7.	Toilet(s) for public use should be conveniently accessible from the waiting area without passing through clinical or staff work areas.				
5.8.	Hand-sanitizing stations should be provided in waiting areas in corridors.				
6	REQUIRMENT TWO: CLINICAL LABORATORY REQUIREMENTS				
6.1.	Blood collection room should have a minimum floor area of 7.5 m ² with the following spaces available:				

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6.1.1.	A seating spaces.				
6.1.2.	A work counter.				
6.1.3.	A hand-washing station				
6.1.4.	A reclining chair or gurney for customer who become unsteady				
6.2.	Cubicle curtains or partial walls should be present to ensure privacy in the blood collection room.				
6.3.	Laboratory area for basic Haematology tests should have a minimum clear floor area of 25 m ² .				
6.4.	Laboratory area for basic Bio Chemistry and Serology tests should have a minimum clear floor area of 60 m ² .				
6.5.	Laboratory area for basic Microbiology tests should have a minimum clear floor area of 25 m ² .				
6.6.	Work benches should be 75 cm wide.				
6.6.1.	Aisle clearance between benches should have a minimum of 60 cm.				
6.6.2.	The space between adjacent workstations and laboratory benches should be 1.5 m or greater to provide ease of access.				
6.7.	Work countertops should be made from monolithic, heat resistant, antimicrobial & impermeable material to moisture for Corian, Epoxy resin or Trespa countertops.				
6.7.1.	The floor and walls should be anti-static, heat resistant. anti-bacterial, anti-fungal and resistant to chemicals used for disinfection purposes.				
6.8.	Work counters should be sufficient to meet equipment specifications and laboratory technician needs. Work counters should have the following:				
6.8.1.	Hand-washing stations and counter sink				
6.8.2.	Communications service				
6.8.3.	Electrical service				

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6.9.	Laboratory area should have appropriate facilities for storage and refrigeration of blood, urine, and other specimens.				
6.10.	Each laboratory must contain a sink for hand washing. Taps for hand washing should be either elbow operated, foot operated, or sensor operated.				
6.11.	Eye washing station should be accessible within a maximum distance of 30 m from the work area				
6.12.	Storage cabinet(s) or closet(s) for the Clinical Laboratory should be provided.				
6.13.	A sterilization area or autoclave should be available in the laboratory.				
7	REQUIREMENT THREE: DIAGNOSTIC IMAGING REQUIREMENTS (X-RAY)				
7.1.	The Federal Authority for Nuclear Regulation (FANR) is exclusively responsible for licensing the use of ionizing radiation and radioactive materials in health facilities. Radiation safety protection requirements shall be incorporated into the specifications and the building plans and must comply with FANR laws and regulations				
7.3.	If the OHS is located on the first floor or higher there should be adequate number of lifts available.				
7.4.	Multiple wheelchair spaces should be available in the facility with easy access				
7.5.	Corridors and doors should be wide to accommodate wheelchairs.				
7.5.1.	Doors should be a minimum width of 90 cm for doors				
7.5.2.	Staff corridors should be a minimum width of 120 cm				
7.5.3.	Public corridors should be a minimum width of 150 cm				
7.6.	Radiologist(s) office should be provided (at min 9 square meters).				
7.6.1.	Office should include provisions for patient consultation, viewing and charting of radiological films				

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7.7.	The minimum dimensions for X-RAY room should be at least 15 m ² .				
7.7.1.	Room entrance should not be less than 120 cm wide and 200 cm height with a shielded door				
7.8.	Shielded viewing window from the Control Area to the X-ray room should be provided				
7.13.	There should be a minimum 2m distance between the X-ray tube and console.				
7.15.	Customer changing room with safe storage for valuables and clothing should be provided.				
7.15.1.	This area should be at a minimum 1.5 m x 1.2 m and the space should be large enough for staff-assisting dressing				
7.16.	There should be a minimum of two (2) toilets, separate for male and female.				
7.16.1.	If the OHS includes radiology services there should be a toilet close by or with direct access to the X-ray room.				
7.17.	Storage Centre should be provided for equipment				
7.18.	Wall finish should be general paint.				
7.19.	Floor Finish should be Vinyl Composition Tile				
8	REQUIRMENT FOUR: CONSULTATION AND EXAMINATION ROOMS				
8.1.	Consultation and examination room should have a minimum floor area of 12 m ² and minimum room dimension shall be 3 m.				
8.2.	Consultation room only (without examination) should have a minimum floor area of 9 m ² .				
8.3.	Room arrangement should permit a minimum clearance of 85 cm at one side of the examination table or bed				
8.4.	A hand-washing station with a hand free operating tap and liquid or foam soap dispensers should be provided in examination room.				

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8.4.1.	Sinks should be designed with deep basins made of porcelain, stainless steel, or solid surface materials.				
8.5.	Hand sanitizer dispenser should be provided in addition to hand-washing stations				
8.6.	Equipment's and supplies required for each service should be based on the services provided in Occupational Health Services.				
8.7.	The treatment room should have the following:				
8.7.1.	Regular treatment room for injection or nebulizer should have a minimum floor area of 7.5 m ² .				
8.7.2.	Room arrangement should permit a minimum clearance of 90 cm at each side of the bed.				
8.7.3.	Hand-washing station should be available				
8.7.4.	Provide space or counter for information record.				
8.7.7.	Door swings should be oriented to provide patient privacy.				
8.8.	Assessment rooms should have the following:				
8.8.1.	The room should have a minimum floor area of 7.5 m ² per observation bed with hand-washing station in the vicinity.				
8.8.2.	Door swings should be oriented to provide patient privacy				
8.9.	Requirements for equipment and supply storage include the following:				
8.9.1.	Dedicated waste collection and storage area.				
8.9.2.	General storage facilities for supplies and equipment should be provided based on the facility services.				
8.9.3.	Special storage for staff personal effects with lockable drawers or cabinets should be provided.				
9	REQUIRMENT FIVE: EXAMINATION ROOMS IN CLINICAL AREA (VISION, AUDIO, SPIROMETRY)				
9.1.	Vision Screening room for basic eye tests should have a minimum clear floor area of 10 m ² .				

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9.2.	Audio room for basic ENT tests should have a minimum clear floor area of 10 m ²				
9.3.	Spirometry room with negative pressure for basic lung tests should have a minimum clear floor area of 10 m ² .				
9.4.	ECG room for basic heart tests should have a minimum clear floor area of 10 m ² .				
10	REQUIRMENT SIX: GENERAL DESIGN CONSIDERATIONS				
10.3.	The minimum door opening width for patient use should be 90 cm. If the center serves customers confined to wheelchairs, the minimum width of door openings to rooms should be 1.15 m.				
10.3.1.	Door swings should be oriented to provide patient privacy.				
10.4.	The minimum ceiling height should be 2.40 m.				
10.5.	Selected flooring surfaces should be easy to maintain, readily cleanable, and				
10.6.1.	Stairways flooring should have slip-resistant surfaces.				
10.6.2.	Slip-resistant flooring products should be considered for flooring surfaces in wet areas (e.g. ramps, shower and bath areas) and areas that include water for patient services.				
10.6.3.	Carpet should not be used in examination and treatment rooms, if used in patient waiting areas and corridors, carpet should be glued or stretched tight and free of loose edges or wrinkles.				
10.7.	Wall finishes should be washable, moisture-resistant and smooth. It is recommended to use wall finish treatments that do not create ledges or crevices which can harbor dust and dirt.				
10.7.1.	The following should be avoided:				
a.	Highly polished flooring.				
b.	Walling or finishes that create glare.				

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10.8.	Joints for floor openings for pipes and ducts should be tightly sealed.				
10.9.	Occupational Health Services should be conveniently accessible to people of determination throughout the facility (Refer DM code 223).				
11	REQUIRMENT SEVEN: STAFF CLINIC GUIDELINES (OPTIONAL)				
	The following are required if staff clinics are available:				
11.1.	A Registration counter and dedicated waiting area should be available.				
11.2.	Privacy measures should be considered when designing the female waiting areas.				
11.3.	Designated areas for drinking water should be provided in the waiting areas.				
11.4.	The waiting area seats ratio should be at least two seats per consultation room (2:1).				
11.5.	Consultation and examination room should have a minimum floor area of 12 m ² and minimum room dimension shall be 3 m.				
11.6.	Consultation room only (without examination) should have a minimum floor area of 9 m ² .				
11.7.	A hand-washing station with a hand free operating tap and liquid or foam soap dispensers should be provided in examination room.				
11.7.1.	Sinks should be designed with deep basins made of porcelain, stainless steel, or solid surface materials.				
11.8.	Hand sanitizer dispenser should be provided in addition to hand-washing stations.				
11.9.	Equipment's and supplies required for each service should be based on the services provided in Occupational Health Services.				
11.10.	The Treatment rooms should have the following:				
11.10.1.	Regular treatment room for injection or nebulizer should have a minimum floor area of 7.5 m ² .				

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11.10.2.	Room arrangement should permit a minimum clearance of 90 cm at each side of the bed.				
11.10.3.	Hand-washing station should be available.				
11.10.4.	Provide space or counter for information record.				
11.10.5.	A lockable refrigerator for medication use				
11.10.6.	Locked storage for controlled drugs (if used).				
11.10.7.	Door swings should be oriented to provide patient privacy.				
11.11.	Assessment rooms should have the following:				
11.11.1.	The room should have a minimum floor area of 7.5 m ² per observation bed with hand-washing station in the vicinity				
11.11.2.	Door swings should be oriented to provide patient privacy				
11.12.	Requirements for equipment and supply storage include the following:				
11.12.1.	Dedicated waste collection and storage area.				
11.12.2.	General storage facilities for supplies and equipment should be provided based on the facility services.				
11.12.3.	Special storage for staff personal effects with lockable drawers or cabinets should be provided.				
APPENDIX 2: MINIMUM REQUIREMENTS FOR LAB					
3	Staff & public toilets (M & F), 2.5 m ² , per toilet/ can be shared with close toilets				
6	Stool Collection/ reception area, 5m ² , enclosed room with window for customers & to be close from main entrance				
7	Stool Collection Sub Waiting area (M & F), 0.75 m ² , cubicle chair space per person / numbers depends to expected numbers of customers				
8	Stool Collection Public toilets (M & F), 2.5 m ²				
APPENDIX 3: MINIMUM REQUIREMENTS FOR LAB AREAS.					

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	Requirements:				
4	Medical waste room, 7 m ²				
5	Sterilization room, 7 m ²				
6	Janitor, 6 m ² , with wash basin & mop sink (can be shared)				
7	Cool Room (Storing reagent & samples), 8 m ² , Separate clean and dirty cool storage; walk-in cool room or bay with refrigerator or freezer, alarmed				
Note	Chemistry and microbiology to be segregated from main lab with dedicated airlock accesses.				
APPENDIX 4: MINIMUM REQUIREMENTS FOR DIAGNOSTIC IMAGING (X-RAY)					
2	X-ray Sub waiting area (M&F), 0.75 m ² , cubicle chair space / numbers as needed				
3	Female Counter, 5 m ² , Per Staff				
4	Staff & public toilets (M & F), 2.5 m ² , per toilet / can be shared with close toilets				
5	X-ray Room ((M & F), 30 m ² , minimum 2 rooms (30m ² Including changing and control area)				
7	Clean linen, 2 m ²				
8	Control room, 5 m ²				
10	Packs workstation, 16 m ² , (For 2-3 person) depending number of staffs				
APPENDIX 5: MINIMUM REQUIREMENTS FOR CLINICAL AREA					
4	Holding Room, 5 m ² , Patient isolation (if required)				
7	Vaccination Room, 10 m ² , optional				
APPENDIX 6: MINIMUM REQUIREMENTS FOR CLINICAL SERVICES					
1	Clean utility, 9 m ²				
2	Dirty utility, 9 m ² , With wash basin				
3	Janitor/Housekeeping, 6 m ² , 1 per 1000 m ² / with wash basin & mop sink				
5	Medical Waste, 7 m ² , With wash basin& must be ventilated				

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6	General Store, 10 m ²				
7	Domestic Store, 10 m ²				
APPENDIX 9:	MINIMUM REQUIREMENTS FOR GENERAL SERVICES				
4	UPS room, Size of the UPS room upon centre requirements				

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