

# Guidelines – Health requirements for Private Hospitals

Document Reference Number : LD-RC-G04  
Revision Number : 00  
Revision Date : April 2018



## 1. Purpose:

- To ensure commitment of all private hospitals to the public health requirement norms.
- To ensure the implementation of an 'Unified Health Requirements Program', in all private hospitals in the jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

## 2. Scope:

The Health Requirement is applicable to all private Hospitals operating in the jurisdiction of Trakhees – Ports, Customs & Free zone Corporation, Dubai.

## 3. Responsibility:

- Director, Inspection Department
- Manager, Retail & Commercial
- Senior Officer, Retail & Commercial
- Officers, Retail & Commercial

## 4. Details of implementation:

### 4.1. License

4.1.1. A valid trade license issued from Trakhees Licensing Division/JAFZA should be secured to permit the operations of the hospital wherein all conditions and requirements for its operation should be complied with relevant to its licensed activity.

4.1.2. Work permit/DHA License should be available for the Medical Staff.

### 4.2. Documents

4.2.1. EPHS file with all the required documents. (Refer to circular No.. EHS/FH/01/2014)

4.2.2. Staff list with all essential data must be kept in the clinic, along with their work permits.

4.2.3. 'Medical Waste Disposal', contract with an approved third party contractor must be available.

4.2.4. Periodic water analysis should be carried out and reports of the same should be maintained through an accredited laboratory.

4.2.5. Occupational Health Card issued by Trakhees (04 4364652/04 4364639) for certain categories of staff including contracted workers should be available as per requirements.

4.2.6. Cleaning & sanitizing schedule and procedures should be maintained and recorded regularly.

4.2.7. Water Tank cleaning contract from an approved third party should be available.

4.2.8. Cleaning records in an organized form should be available.



4.2.9. Valid Pest Control Contract with an approved Pest Control Operator should be maintained and service records of the same should be available.

#### 4.3. Staff

4.3.1. All the staff members in the hospital should wear clean uniforms during working hours.

4.3.2. All the staff members in the hospital should be required to maintain good personal hygiene.

#### 4.4 .Drinking water

4.4.1. Drinking water should be supplied through an approved water supplier; similar norms should be followed in case of a health supplier is commissioned wherein a Trakhees supplier vehicle pass from Trakhees (04 8832121) shall be obtained.

4.4.2. Water used in the hospital should be of potable water standard and all water tanks should be kept clean at all times.

4.4.3. Water tank cleaning and maintenance contract with EHS approved Third Party Company should be entered into.

4.4.4. Water coolers and water dispensers should be kept clean and should be regularly maintained.

#### 4.5. Toilets

Staff toilets and common toilets should be kept clean and hygienic.

#### 4.6. Drainage System

Disposal of waste water should be done hygienically and in an environment friendly manner.

#### 4.7. Waste Disposal

4.7.1. Covered waste bin should be provided for general wastes.

4.7.2. Medical Waste should be stored and disposed using special container/bags as per Dubai Municipality requirements.

4.7.3. Medical waste contract should be made with an approved company to for the transfer and disposal of the medical waste as per the health requirements set by the concerned department in Dubai Municipality.

4.7.4. Liquid Medical Waste/medicines/solutions/chemicals are not allowed to drain/dispose in the common drainage systems.

#### 4.8 Furniture and bed sheets.

4.8.1. All furniture provided in the hospital should be well maintained and kept clean at all times.



4.8.2. Beds, pillows, sofas etc. should be non-absorbent type and bed sheets in check-up rooms and patients' room should be kept clean and should be changed regularly.

#### 4.9 Food Control.

4.9.1 Dubai Municipality requirements should be applied at all sites that deal with food preparation, keeping or display including food stores, kitchens and all food halls.

4.9.2. Food handlers should follow all the health requirements related to uniform and personal hygiene requirements.

4.9.3. All staff members should have Occupational Health Cards issued by Trakhees (04 4364652/04 4364639)

#### 4.10 Pharmacies.

All Pharmacies that are located in the hospital should follow the health requirements necessary for all private pharmacies.

4.11. No smoking sign should be affixed in all sections and No smoking Policy should be strictly enforced in the hospital.

4.12. High degree of General cleanliness should be