

Human Resource Department Checklist

| Sr. No. | Objective Element | Requirements | Yes | No |
|---------|-------------------|--|-----|----|
| 1 | HRM 1 a | Is the induction training programme conducted at the time of joining, and are the records of this training available? | | |
| 2 | HRM 1 a | Has the SHCO enlisted all the relevant risks within the SHCO environment? | | |
| 3 | HRM 1 a | Is training calander available and are the records of all training available ? | | |
| 4 | HRM 1 b | Has training led to demonstration of elimination/ minimizing risks through mock exercises? | | |
| 5 | HRM 1 b | Are records of Mock excersises available? | | |
| 6 | HRM 1 c | Is training provided when job responsibilities change? | | |
| 7 | HRM 1 c | Is training provided on new equipment when it is introduced? | | |
| 8 | HRM 2 a | What is the policy on disciplinary procedures? / Is there a policy on disciplinary procedures? | | |
| 9 | HRM 2 a | What is the policy on grievance handling procedures? / Is there a policy on grievance handling procedures? | | |
| 10 | HRM 2 a | What is the policy on addressing sexual harassment in the workplace? / Is there a policy on addressing sexual harassment in the workplace? | | |
| 11 | HRM 2 a | Is the material for training staff on hospital-wide policies and procedures made available? | | |
| 12 | HRM 2 a | What is the constitution of the internal complaint committee? | | |
| 13 | HRM 2 a | Is there a complaint/suggestion box? | | |
| 14 | HRM 2 a | How is the grievance handling officer appointed? / Is there a grievance handling officer appointed? | | |
| 15 | HRM 2 a | Are records of grievance handling proceedings maintained? | | |
| 16 | HRM 2 a | Are records of disciplinary proceedings maintained? | | |
| 17 | HRM 2 a | Are records of sexual harassment complaints in the workplace maintained and are they kept confidential? | | |
| 18 | HRM 2 b | Are documents maintained for the training and retraining of staff at least once a year? | | |

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| 19 | HRM 2 b | Is an audit of training conducted, including staff interviews to check awareness and understanding of disciplinary procedures, grievance handling, and dealing with sexual harassment? | | |
| 20 | HRM 2 c | Is action taken report on redressal of grievances available? | | |
| 21 | HRM 3 a | What is the policy on tackling employee health problems? / Is there a policy on tackling employee health problems? | | |
| 22 | HRM 3 b | Are documents maintained for pre-exposure prophylaxis, post exposure prophylaxis and health insurance of the employees? | | |
| 23 | HRM 3 b | Are documents maintained for ESI coverage of employees? | | |
| 24 | HRM 3 b | Is a health benefit training conducted for employees, by the organization? | | |
| 25 | HRM 4 a | Are personal files maintained in respect of all employees? | | |
| 26 | HRM 4 b | Does the personal files contain personal information of employees regarding qualification, disciplinary action & health status ? | | |