

Occupational Health Centre (OHC) Setup Checklist

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1. Legal basis

- Confirm whether the Factories Act, state factory rules, OSH Code 2020 or BOCW rules require occupational health facilities at this site
- List hazardous processes and the examinations and frequencies they require
- Note state-prescribed registers, forms and certificates

2. Staffing

- Doctor with the qualification your rules prescribe (commonly AFIH) or MBBS for a clinic
- Qualified nurses (GNM, ANM or BSc nursing) for every shift covered
- Leave and replacement cover agreed in writing
- Ambulance driver and attendant where an ambulance is kept

3. Room and layout

- Private consultation and examination area with handwashing
- Rest/observation bed and space for emergency treatment
- Ambulance room where rules require it; clear access for stretchers

4. Equipment

- BP monitor, glucometer, pulse oximeter, thermometer, weighing scale, height measure
- Oxygen, suction and emergency airway equipment; AED where agreed
- Equipment or arrangements for statutory tests (e.g. audiometry, spirometry, vision)

5. Medicines

- Agreed medicine list with storage, expiry tracking and stock log
- Emergency medicines as directed by the OHC doctor

6. Records

- Pre-employment and periodic examination records in the state format
- Injury and illness register; fitness opinions shared only as the law requires
- Digital records with employee access and anonymised HR reports

7. Bio-medical waste

- Colour-coded segregation, storage and authorised disposal as per the Bio-Medical Waste Management Rules

8. Emergency readiness

- Written emergency procedure and hospital/ambulance tie-in
- Trained first aiders on every shift; first aid boxes checked
- Mock drills with improvement reports

9. Review

- Monthly report to EHS and HR; quarterly review of compliance and incidents

General guidance only. Exact requirements depend on your state rules, processes and headcount; we confirm them for each site before proposing a scope. Full guide: corporatehealth.in/occupational-health-centre