

# Human Resource Department Checklist

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?

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 ?

