

# Mortuary – Inspection Checklist

## Public Health Regulation 2012



# Health

Council: \_\_\_\_\_

Public Health Unit: \_\_\_\_\_

### A MORTUARY PREMISES DETAILS:

Premises Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Occupier Name: \_\_\_\_\_

Council Development Approval Details: \_\_\_\_\_

NSW Health Registration Number: \_\_\_\_\_ Registration details complete?  Yes  No

NSW Health Registration details match with Council approval?  Yes  No

### B INSPECTION DETAILS

#### 1. Premises generally (Clause 50)

- Only approved mortuary being used for body preparation? (1)  Yes  No
- Only approved mortuary being used for body storage? (2)  Yes  No
- Bodies not stored in a vehicle? (3)  Yes  No
- Holding room being used for body storage only? (4)  Yes  No
- Bodies not stored / prepared at a hospital? (5)  Yes  No

#### 2. Facilities for Body Preparation Rooms (Clause 51)

- Vehicle reception area adjacent to body preparation room? (1)(a)  Yes  No
- Vehicle reception area screened from public view? (1)(a)  Yes  No
- Hand wash basin with adequate hot and cold water and hands free operation? (1)(b)  Yes  No
- Sufficient slabs, tables and fittings? (1)(c)  Yes  No
- Slabs, tables and fittings impervious and drained for cleaning? (1)(c)  Yes  No
- Refrigerated body storage facilities for at least two adults? (1)(d)  Yes  No
- Temperature: \_\_\_\_\_ ° C. Less than 5 °C? (1)(d)  Yes  No
- Impervious containers with lids; hands free operation for solid wastes? (1)(e)  Yes  No
- Only bodies stored in body refrigerator? (2)  Yes  No

#### 3. Vehicles (Clause 52)

- Hearse: Make, model and registration \_\_\_\_\_(1)(a)
- Collection vehicle: Make, model & registration \_\_\_\_\_(1)(b)
- Bodies placed only in vehicle body area? (2)  Yes  No
- Vehicle body area not used for other purposes? (2)  Yes  No
- Vehicles clean of exudates? (3)  Yes  No
- Un-embalmed bodies transported less than 8 hours? (5)  Yes  No
- Body bags supplied in vehicle? (CI 58)  Yes  No
- Protective clothing in vehicle? (CI 58)  Yes  No

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**4. Mortuary Register of Body Preparation (Clause 62)**

- Register sighted? (1)  Yes  No
- Entries complete for disposed bodies? (2 & 3)  Yes  No
- Entries reconciled with each body prepared? (2 & 3)  Yes  No

**5. Retention of Bodies (Clause 55)**

- All bodies held in a mortuary or holding room? (1)(b) and  Yes  No
- All bodies kept under refrigeration? (1)(a)  Yes  No
- Reason for any body not in refrigeration? (2)

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**6. Embalming of Bodies (Clause 56 & 57)**

- Any embalmed bodies on premises? (\*)  Yes  No
- Name and qualification of embalmer? (56)(1) Qualification recognised?  Yes  No

- Embalmer aware of *Australian Guidelines for the Prevention of Infection in Healthcare?* (57)(1)  Yes  No
- Embalmer aware of NSW Health *Infection Control Policy?* (57)(2)  Yes  No

**7. Body Bags (Clause 58)**

- All bodies in body bags and identified? (1)  Yes  No

**8. Body Viewing (Clause 60)**

- Bodies made available for viewing? (1)  Yes  No
- Funeral Director aware of body viewing conditions? (2)  Yes  No

**C RECOMMENDATIONS:**

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**D ACTION TAKEN**

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Environmental Health Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

(\*) = Not a legislative requirement

PHU Informed:  Yes  No

**NB:**  Yes = compliance  No = breach