Mortuary – Inspection Checklist
Public Health Regulation 2012

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
   • 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: _______ ºC. Less than 5 ºC? (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? (Cl 58) □ Yes □ No
   • Protective clothing in vehicle? (Cl 58) □ Yes □ No

Page 1 of 2
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)

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:

D ACTION TAKEN

Environmental Health Officer: _____________________ Signature: ___________________

Date: ___ / ___ / ___

(*) = Not a legislative requirement

PHU Informed: □ Yes □ No

NB: □ Yes = compliance □ No = breach