

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)

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