



Minutes Of Meeting of Maintenance of Equipments under safety and disaster

Date: 07/01/2016

Time: 11:00 am

Venue: Conference hall , Govt. dental college and hospital, Ahmedabad

Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on 7th January 2016. Following members were present in meeting:

Sr. No.	Member	Designation in the committee	Designation
1	Dr. Pankaj Panchal	Chairperson	Safety Officer
2	Dr. Shantanu Choudhari	Member	Accreditation coordinator officer
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer
4	Ms Ishita Shah	Member	AHA
5	Dr Jigna Shah	Member	Professor & Head OMDR
6	Dr Rupal Shah	Member	Professor & Head Prosthodontia
7	Dr Falguni Mehta	Member	Professor & Head Orthodontia
8	Dr Mahesh Chawada	Member	Professor Peridontia
9	Dr Sonal Anchlia	Member	Professor & Head Oral Surgery
10	Dr. Harshad Patel	Member	Infection Control Officer
11	Mr. R.V.Chaudhry	Member	Administrative Officer
12	Mr. Ganpat Patel	Member	Store In charge
13	Mrs. Ramila Patel	Member	Nursing ICN
14	Mr. Pravin Suthar	Member	Sanitary Inspector
15	Mr. Praful Barot	Member	Security Officer
16	Mr. Vishal Lakhwara	Member	Pharmacist
17	Mr. Hiren Patel	Member	PIU- Office superintendent

Following Issues were discussed and decisions taken in Meeting:

Sr. No.	Agenda/Issue	Action taken	Action responsibility and time frame
1	Dental X-ray equipment - Warning signs must be affixed on the outside of the room, on the door that provides access to the equipment. The sign must be clearly legible and visible at a distance of 2 meters to personnel approaching the room door. Warning labels must be affixed to the equipment	Under Safety and disaster management committee, maintenance work for warning labels will be affixed to the equipment	Safety and Disaster Management committee 7 days
2	Dental X-ray equipment - room must not be used at the same time for more than one radiological investigation. The equipment should be located in a locked room that can be entered only by authorized users. If equipment must be located in unrestricted areas, appropriate barriers should be installed and a key control switch must be installed to prevent unauthorized use	Under Safety and disaster management committee, a designated person should be assigned to look after.	Safety officer and Safety team 15 days
3	Pre-operational Safety Checks (safety devices, personal protective equipment etc.) should be performed periodically to ensure their proper operation. Records of inspections, surveys and repairs shall be maintained;	Safety Round as per the checklist	Safety team in 10 days

B. Tanishka
Chairperson
GDCH
Ahmedabad



Minutes Of Meeting of Maintenance of Equipments under safety and disaster

Date: 15/06/2017

Time: 10:00 am

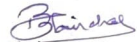
Venue: Conference hall , Govt. dental college and hospital, Ahmedabad

Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on 15th June 2017. Following members were present in meeting:

Sr. No.	Member	Designation in the committee	Designation
1	Dr. Pankaj Panchal	Chairperson	Safety Officer
2	Dr. Shantanu Choudhari	Member	Accreditation coordinator officer
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer
4	Ms Ishita Shah	Member	AHA
5	Dr Jigna Shah	Member	Professor & Head OMDR
6	Dr Rupal Shah	Member	Professor & Head Prosthodontia
7	Dr Falguni Mehta	Member	Professor & Head Orthodontia
8	Dr Mahesh Chawada	Member	Professor Peridontia
9	Dr Sonal Anclia	Member	Professor & Head Oral Surgery
10	Dr. Harshad Patel	Member	Infection Control Officer
11	Mr. R.V.Chaudhry	Member	Administrative Officer
12	Mr. Ganpat Patel	Member	Store In charge
13	Mrs. Ramila Patel	Member	Nursing ICN
14	Mr. Pravin Suthar	Member	Sanitary Inspector
15	Mr. Praful Barot	Member	Security Officer
16	Mr. Vishal Lakhwara	Member	Pharmacist
17	Mr. Hiren Patel	Member	PIU- Office superintendent

Following Issues were discussed and decisions taken in Meeting:

Sr. No.	Agenda/Issue	Action taken	Action responsibility and time frame
1	The hospital will develop a routine schedule for inspection and calibration of equipment based upon original equipment manufacturer guidelines.	List of equipments for Calibration should be prepared department wise	Safety and Disaster Management committee 15 days
2	To ensure that the record regarding purchase and maintenance of equipment and machinery is properly documented and maintained.	Maintenance of equipment and machinery will be properly documented and maintained by the person assigned for the maintenance part.	Safety and Disaster Management committee 15 days


Chairperson
GDCH
Ahmedabad



**Minutes Of Meeting of Maintenance of
Equipments under
safety and disaster**

Date: 11/10/2018

Time: 10:00 am

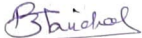
Venue: Conference hall , Govt. dental
college and hospital, Ahmedabad

**Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on
11th October 2018. Following members were present in meeting:**

Sr. No.	Member	Designation in the committee	Designation
1	Dr. Pankaj Panchal	Chairperson	Safety Officer
2	Dr. Shantanu Choudhari	Member	Accreditation coordinator officer
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer
4	Ms Ishita Shah	Member	AHA
5	Dr Jigna Shah	Member	Professor & Head OMDR
6	Dr Rupal Shah	Member	Professor & Head Prosthodontia
7	Dr Falguni Mehta	Member	Professor & Head Orthodontia
8	Dr Mahesh Chawada	Member	Professor Peridontia
9	Dr Sonal Anchlia	Member	Professor & Head Oral Surgery
10	Dr. Harshad Patel	Member	Infection Control Officer
11	Mr. R.V.Chaudhry	Member	Administrative Officer
12	Mr. Ganpat Patel	Member	Store In charge
13	Mrs. Ramila Patel	Member	Nursing ICN
14	Mr. Pravin Suthar	Member	Sanitary Inspector
15	Mr. Praful Barot	Member	Security Officer
16	Mr. Vishal Lakhwara	Member	Pharmacist
17	Mr. Hiren Patel	Member	PIU- Office superintendent

Following Issues were discussed and decisions taken in Meeting:

Sr. No.	Agenda/Issue	Action taken	Action responsibility and time frame
1	Annual maintenance contracts (AMC) are in place for X ray machines, compressors, RO water unit, lifts, solar plant, Fire equipments & refilling, College Website maintenance and generators etc are already in place.	Due dates needs to be tracked by maintenance supervisor. Checklist of service parameters is made for each of the equipment. Record of service reports as provided by vendors are maintained	Maintenance supervisor under Safety and Disaster Management committee to look on regular basis.
2	To ensure Site layout, floor plans and fire escape routes are updated & maintained. Floor plans and fire escape routes are displayed on each floor.	Up to date - Signage are maintained at appropriate locations for convenience of patients & visitors. The same is displayed in bilingual so that they can be easily understood.	Safety and Disaster Management committee 15 days
3	To ensure patient safety: ramps, hand rails along staircase, wheel chair with belt, stretcher with belt, CCTV, physical restraint.	Will assign a person designated to coordinate for the repairs and maintenance part.	Safety officer and Safety team 10 days


Chairperson
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Minutes Of Meeting of Maintenance of Equipments under safety and disaster

Date: 13/06/2019

Time: 10:00 am

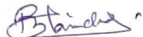
Venue: Conference hall , Govt. dental college and hospital, Ahmedabad

Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on 13th June 2019. Following members were present in meeting:

Sr. No.	Member	Designation in the committee	Designation
1	Dr. Pankaj Panchal	Chairperson	Safety Officer
2	Dr. Shantanu Choudhari	Member	Accreditation coordinator officer
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer
4	Ms Ishita Shah	Member	AHA
5	Dr Jigna Shah	Member	Professor & Head OMDR
6	Dr Rupal Shah	Member	Professor & Head Prosthodontia
7	Dr Falguni Mehta	Member	Professor & Head Orthodontia
8	Dr Mahesh Chawada	Member	Professor Peridontia
9	Dr Sonal Anchlia	Member	Professor & Head Oral Surgery
10	Dr. Harshad Patel	Member	Infection Control Officer
11	Mr. R.V.Chaudhry	Member	Administrative Officer
12	Mr. Ganpat Patel	Member	Store In charge
13	Mrs. Ramila Patel	Member	Nursing ICN
14	Mr. Pravin Suthar	Member	Sanitary Inspector
15	Mr. Praful Barot	Member	Security Officer
16	Mr. Vishal Lakhwara	Member	Pharmacist
17	Mr. Hiren Patel	Member	PIU- Office superintendent

Following Issues were discussed and decisions taken in Meeting:

Sr. No.	Agenda/Issue	Action taken	Action responsibility and time frame
1	The Department will ensure that no equipment is non-functional by ensuring regular repairs, preventive maintenance, and provision of essential spares	Will assign a person designated to coordinate for the repairs and maintenance part.	Safety officer and Safety team 10 days
2	To ensure that Equipment not working must be tagged "OUT OF ORDER"	A list of such equipments which is not functional needs to be prepared	Safety officer and Safety team 5 days


Chairperson
GDCH
Ahmedabad



**Minutes Of Meeting of Maintenance of
Equipments under
safety and disaster**

Date: 03/01/2020

Time: 11:00 am

Venue: Conference hall , Govt. dental
college and hospital, Ahmedabad

**Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on
3rd January 2020. Following members were present in meeting:**

Sr. No.	Member	Designation in the committee	Designation
1	Dr. Pankaj Panchal	Chairperson	Safety Officer
2	Dr. Shantanu Choudhari	Member	Accreditation coordinator officer
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer
4	Ms Ishita Shah	Member	AHA
5	Dr Jigna Shah	Member	Professor & Head OMDR
6	Dr Rupal Shah	Member	Professor & Head Prosthodontia
7	Dr Falguni Mehta	Member	Professor & Head Orthodontia
8	Dr Mahesh Chawada	Member	Professor Peridontia
9	Dr Sonal Anchlia	Member	Professor & Head Oral Surgery
10	Dr. Harshad Patel	Member	Infection Control Officer
11	Mr. R.V.Chaudhry	Member	Administrative Officer
12	Mr. Ganpat Patel	Member	Store In charge
13	Mrs. Ramila Patel	Member	Nursing ICN
14	Mr. Pravin Suthar	Member	Sanitary Inspector
15	Mr. Praful Barot	Member	Security Officer
16	Mr. Vishal Lakhwara	Member	Pharmacist
17	Mr. Hiren Patel	Member	PIU- Office superintendent

Following Issues were discussed and decisions taken in Meeting:

Sr. No.	Agenda/Issue	Action taken	Action responsibility and time frame
1	Pre-operational Safety Checks (safety devices, personal protective equipment etc.) should be performed periodically to ensure their proper operation. Records of inspections, surveys and repairs shall be maintained;	Safety Round as per the checklist	Safety team in 10 days
2	All departments of GDCH are required to maintain LOG Book of Equipments and Response Time Monitoring Form	Record of each equipment (dental chair, electric instrument, etc) will need to be maintained and also in case of any complain for repair of equipment , record should be maintained in Response Time Monitoring Form	ALL Department HODs

B. Chandral

Chairperson
GDCH
Ahmedabad



Minutes Of Meeting of Maintenance of Equipments under safety and disaster

Date: 09/07/2021

Time: 10:00 am

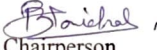
Venue: Conference hall , Govt. dental college and hospital, Ahmedabad

Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on 09th July 2021. Following members were present in meeting:

Sr. No.	Member	Designation in the committee	Designation
1	Dr. Pankaj Panchal	Chairperson	Safety Officer
2	Dr. Shantanu Choudhari	Member	Accreditation coordinator officer
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer
4	Mr. Santosh Nair	Member	AHA
5	Dr Jigna Shah	Member	Professor & Head OMDR
6	Dr Rupal Shah	Member	Professor & Head Prosthodontia
7	Dr Falguni Mehta	Member	Professor & Head Orthodontia
8	Dr Mahesh Chawada	Member	Professor Peridontia
9	Dr Sonal Anchlia	Member	Professor & Head Oral Surgery
10	Dr. Harshad Patel	Member	Infection Control Officer
11	Mr. R.V.Chaudhry	Member	Administrative Officer
12	Mr. Ganpat Patel	Member	Store In charge
13	Mrs. Ramila Patel	Member	Nursing ICN
14	Mr. Pravin Suthar	Member	Sanitary Inspector
15	Mr. Praful Barot	Member	Security Officer
16	Mr. Vishal Lakhwara	Member	Pharmacist
17	Mr. Hiren Patel	Member	PIU- Office superintendent

Following Issues were discussed and decisions taken in Meeting:

Sr. No.	Agenda/Issue	Action taken	Action responsibility and time frame
1	Any defect in X-ray equipment shall be reported immediately to the authority responsible for the radiation safety of the particular machine or Radiation Protection Services.	Repairs or maintenance work will normally be carried out by service specialists such as the manufacturer's agents; when in-house personnel are involved, their competence to control radiation hazards must be established prior to any repair or maintenance work	Safety and Disaster Management committee to look after Immediately when comes to the notice/or when informed.
2	Dental X-ray equipment - All operators must wear personal dosimeters and keep as far away from the X-ray beam as is practicable at all times. Direct radiation exposure to an individual for training purposes must never be allowed. Radiation exposure report must be kept for at least one year	Under Safety and disaster management committee, necessary instructions and training should be given to the operators.	Safety and Disaster Management committee 15 days
3	Dental X-ray equipment- Lead shielding, such as a lead apron and collar, must be provided for all exposures on patients	Under Safety and disaster management committee, necessary lead apron with collar should be provided	Safety officer and Safety team 10 days


Chairperson
GDCH
Ahmedabad