

No. DCH/ Chairperson/ /2023  
Govt. Dental College and Hospital,  
Ahmedabad-16  
Date: 03/07/2023

**Circular**

**Subject: Regarding Maintenance of Equipment meeting under Safety & Disaster management committee**

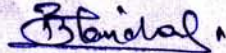
All the members of safety and disaster *committee* are informed to remain present in meeting scheduled on **06/07/2023**. Mark your presence at scheduled venue and time mentioned below.

**Venue:** Conference Hall

**Time:** 10:00 am

**Agenda of Meeting:**

1. Review and Discussion regarding Maintenance of Equipments

  
Chairperson  
GDCH  
Ahmedabad



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

Date: 06/07/2023

Time: 10:00 am

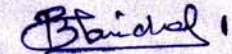
Venue: Conference hall , Govt. dental college and hospital, Ahmedabad

**Minutes of the meeting of Maintenance of Equipment undersafety and disaster committeeheld on 06<sup>th</sup> July 2023.Following members were present in meeting:**

Sr. No.	Member	Designation in the committee	Designation	Signature
1	Dr. Pankaj Panchal	Chairperson	Safety Officer	
2	Dr. Shantanu Chaudhari	Member	Accreditation coordinator officer	
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer	
4	Ms. Aditi Sadhu	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 Chawda	Member	Professor Peridontia	
9	Dr Sonal Anchalia	Member	Professor & Head Oral Surgery	
10	Dr. Harshad Patel	Member	Infection Control Officer	
11	Mr. R.V.Chaudhary	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:**

<b>Sr. No.</b>	<b>Agenda/Issue</b>	<b>Action taken</b>	<b>Action responsibility and time frame</b>
1	Review of equipment maintenance records	Maintenance committee will take facility round	Safety team 7 days
2	Safety instructions and SOP should be displayed for every equipment	Under Safety and disaster management committee, necessary instructions and training given to the operators.	Safety and Disaster Management committee 7 days

  
Chairperson  
GDCH  
Ahmedabad

No. DCH/ Chairperson/ /2023  
Govt. Dental College and Hospital,  
Ahmedabad-16  
Date: 02/01/2023

**Circular**

**Subject: Regarding Maintenance of Equipment meeting under Safety & Disaster management committee**

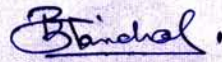
All the members of safety and disaster *committee* are informed to remain present in meeting scheduled on **05/01/2023**. Mark your presence at scheduled venue and time mentioned below.

**Venue:** Conference Hall

**Time:** 10:00 am

**Agenda of Meeting:**

1. Review and Discussion regarding Maintenance of Dental Equipments
2. Fire safety issues and mock drill

  
Chairperson  
GDCH  
Ahmedabad



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

Date: 25/01/2023

Time: 10:00 am

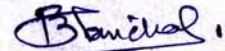
Venue: Conference hall , Govt. dental college and hospital, Ahmedabad

Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on 6<sup>th</sup> Jan 2023 Following members were present in meeting:

Sr. No.	Member	Designation in the committee	Designation	Signature
1	Dr. Pankaj Panchal	Chairperson	Safety Officer	
2	Dr. Shantanu Chaudhari	Member	Accreditation coordinator (fficer)	
3	Dr. Sanjay Lagdive	Member	Accreditation coordinator officer	
4	Ms. Saloni 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 Chawda	Member	Professor Peridontia	
9	Dr Sonal Anchalia	Member	Professor & Head Oral Surgery	
10	Dr. Harshad Patel	Member	Infection Control Officer.	
11	Mr. R.V.Chaudhary	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:**

<b>Sr. No.</b>	<b>Agenda/Issue</b>	<b>Action taken</b>	<b>Action responsibility and time frame</b>
1	Fire safety measures should be known by every staff members and mock drill should be conducted periodically	Fire safety training conducted for all staff and Mock drill performed for code re J	Safety team 7 days
2	Periodic inspection of all electric equipments and maintenance should be checked	Under Safety and disaster management committee, necessary instructions and training given to the operators.	Safety and Disaster Management committee 15 days
3	Dental chairs should be calibrated and maintained by biomedical engineer regularly	Biomedical engineer was given instruction regarding calibration of dental chairs	Biomedical engineer 10 days



Chairperson  
GDCH  
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No. DCH/ Chairperson/ /2022  
Govt. Dental College and Hospital,  
Ahmedabad-16  
Date: 04/07/2022

**Circular**

**Subject: Regarding Maintenance of Equipment meeting under Safety & Disaster management committee**

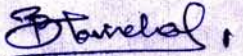
All the members of safety and disaster *committee* are informed to remain present in meeting scheduled on **06/07/2022**. Mark your presence at scheduled venue and time mentioned below.

**Venue:** Conference Hall

**Time:** 10:00 am

**Agenda of Meeting:**

1. Review and Discussion regarding Maintenance and condemnation of Equipments

  
Chairperson  
GDCH  
Ahmedabad



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

Date: 06/07/2022

Time: 10:00 am

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

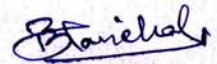
Minutes of the meeting of Maintenance of Equipment under safety and disaster committee held on 06<sup>th</sup> July 2022. Following members were present in meeting:

Sr. No.	Member	Designation in the committee	Designation	Signature
1	Dr. Pankaj Panchal	Chairperson	Safety Officer	
2	Dr. Shantanu Chaudhari	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 Chawda	Member	Professor Periodontia	
9	Dr Sonal Anchalia	Member	Professor & Head Oral Surgery	
10	Dr. Harshad Patel	Member	Infection Control Officer	
11	Mr. R.V.Chaudhary	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:**

<b>Sr. No.</b>	<b>Agenda/Issue</b>	<b>Action taken</b>	<b>Action responsibility and time frame</b>
1	All depts. Should check equipments condition and keep log book for every equipment for repairs and maintenance.	<b>Repairs or maintenance</b> during safety team visit in every dept log book of equipments and maintenance registers will be checked and verified	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	Equipments which are not repairable or parts replaceable should be discontinued from use	Condemnation committee members will check equipments during their inspection round	Condemnation committee team 10 days



Chairperson  
GDCH  
Ahmedabad