

Doing a self-assessment: how do I use the Scorecard?

Workplace Health Facility Guidelines and Management Benchmarks

SCORECARD

COLOR CODING

- Green: All elements present and functional, no improvement needed
- Yellow: Minor elements missing from indicator or non-functional, minor improvement needed
- Red: Significant elements or items missing, major improvement needed
- Black: Not enough information

LEVELS

- B: Basic
- M: Middle
- H: Higher

HEALTH SERVICES

1. PHYSICAL FACILITY

BENCHMARK	LEVEL (B,M,H)	INDICATORS (IN RED THE INDICATORS BEYOND BASIC REQUIREMENTS)	RED/YELLOW/GREEN	NOTES
1.1 Cleanliness Health facility is kept clean	B	1.1.1 Soap and running water OR hand sanitizer are available for hand washing at the health facility		
	B	1.1.2 Dedicated cleaning materials and disinfectants are available for cleaning furniture and instruments		
	B	1.1.3 Waste receptacles are on site		
	B	1.1.4 Workspace is not dirty or messy		
	M	1.1.5 Hot water is available and easily accessible in facility		
1.2 Client/Provider Safety The facility does not expose clients or providers to health hazards	B	1.2.1 A dedicated disposal receptacle for hazardous materials, separate from general waste, is in facility		
	B	1.2.2 Separate container for disposing of needles is available		
	B	1.2.3 No expired medicines are on-site		
	H	1.2.4 Hazardous waste is disposed of by a hazardous waste service (private or public) provider.		

The Scorecard gives you a list of good health practices that apply to workplace clinics and health staff. You can use it to assess your clinic in three categories for good health services:

1. Health Services (Infirmary & Provider Practices)
2. Management Systems
3. Corporate Leadership

The video series focuses on the first category – Health Services.

Module 1 – Self-assessment on physical facility, products, equipment and material

Module 2 – Self-assessment on referral, provision of care, education and counseling

Module 3 – Self-assessment on facility policies and procedures

The Scorecard uses a simple scoring:

GREEN – All elements present and functional (no improvement needed)

YELLOW – Minor elements missing for indicator or non-functional (some improvement needed)

RED – Significant elements or items missing (major improvement needed)

BLACK – Not enough information or not applicable. These can indicate areas for long-term improvements.

Understanding the Scorecard:

- It is **NOT** about compliance and reporting. The Scorecard does not grade you.
- The Scorecard is only valuable as a tool if people using it do their best **to give a fair judgment** of how the factory performs on the indicators.
- Expect to see **many indicators a yellow or red**. These are your areas for improvement.

Case Study: A Fair Scorecard Assessment

1. Let's say your factory has some education materials, but only for 2-3 health issues. The nurses are frequently running out of the materials. And those posted on the wall are old and ripped.
2. A fair self-assessment would be a **YELLOW** for indicators 2.4.1-3. That is, you do have some materials. But there are some challenges to supply, quality, and types.
3. You are not a **RED** for these indicators. But assessing yourself as a green because you have some materials would ignore the need to make important improvements to this area.

2.4 Health Education Products <i>Health educational materials appropriate for the literacy level and in the language of workers are available</i>	B	2.4.1 Health education materials are posted on wall in clinic, bathrooms and production areas (as appropriate)
	B	2.4.2 Health education materials are available as handouts for workers at a reading level that reflects their literacy
	B	2.4.3 The facility provides information (posters and/or handouts) on topics that are related to disease prevention or health protection of the workforce: correct use of antibiotics, hand washing, hydration, nutrition, family planning, ergonomics/stretching, and coughing)