



“Demonstrating and Promoting Best Techniques and Practices for Reducing Health-Care Waste to Avoid Environmental Releases of Dioxins and Mercury”

Healthcare Waste Management Planning in the two Model Facilities

Task 3

Responsibilities for healthcare waste management in the model facilities

June 2011

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1 Objectives

This report aims at setting a framework or scheme for coordinating HCWM activities at the model facilities stating the line management responsibilities and liaison paths.

It is a guide to waste management responsibilities in the healthcare setting.

2 Waste management committee

This Committee addresses the concept of integrated waste management within the hospital. It focuses on understanding and promoting waste management practices that consider all aspects of an interrelationship between source reduction, reuse, recycling, composting, techniques, treatment, programs, legislation, and regulations. The committee will work with hospital staff and the community to develop a culture of environmentally responsible waste management through information sharing and education.

Its members will ensure that waste management issues are integrated in different department and committees dealing with product evaluation, infection control and occupational health and safety, and in user groups such as nurse managers.

2.1 Waste Management Committee Members

Position	Responsibility
Operations' Manager	Chairperson
Administrative Assistant	Record Keeping, writing minutes of meetings, etc...
Infection control/clinical quality manager	Advise on infection control issues. Liaison with the infection control committee.
Occupational Health and Safety	Advise on OH&S matters. Liaison with OH&S Committee.
Nursing Management	Nursing Overview and administrative support
Risk Management	Advise on risk management
Maintenance	Advise on structural and maintenance issues relating to the storage, treatment & disposal of waste. Monitor water and energy usage.
Laboratory	Advise on Laboratory issues
Human Resources	Advise on training needs and capacity development
Pharmacy	Advise on management of pharmaceuticals
Director of Medical Department	Advise on waste matters affecting clinical areas and report back to clinical areas.

Environmental services	Supervision of cleaning staff. Maintain daily records of waste generation.
Purchasing department	Report on product usage/ wastage & other supply issues. Liaison with product evaluation committee.
Nuclear Medicine	Advise on radioactive waste
IT	Advise on data integration, reporting and statistical analysis.
Financial	Financial advice and reporting.
Oncology department	Advise on management of Cytotoxic waste

2.2 Reporting

The committee will report on its activities and present recommendations to the Hospital's Executive Vice President.

2.3 Terms of office of members

The Executive Vice President nominates members of the committee to serve for a period of 12 months, with the option of reappointment.

Any member of the committee wishing to resign should submit a written resignation to the Executive Vice President who in turn approves or rejects it.

Two-consecutive absences without valid reason will be considered as a resignation from the committee.

2.4 Meeting schedule

The committee should meet at least once every 3 months. Exceptional meetings can be held upon the request of the Chair.

2.5 Voting

Any person elected or appointed to the committee will be entitled to one vote. In the event of a vote being tied, the Chair will have the casting vote.

2.6 Quorum

At least half the number of members plus one represents a quorum.

2.7 Terms of Reference

The committee will act in a review and advisory capacity, and develop and set objectives in:

- Waste reduction;
- Waste re-use, recycling and reclamation;
- Waste segregation
- Waste treatment;
- Waste disposal; and
- Waste auditing.

It will develop recommendations for presentation to management, taking into account:

- Cost;
- Legal and other liabilities;
- Occupational health and safety;
- Effects of system changes on the organization; and
- Environmental considerations.

The committee thus will be:

- Designing a mission statement and setting the preliminary and long-term goals of the healthcare waste management program.
- Developing the health care facility's waste management plan which includes policies and guidelines on proper waste management, training and education, and monitoring.
- Designing a waste reduction program and overseeing its implementation.
- Improving the recycling program and increase its efficiency.
- Developing Occupational Health & Safety strategies for injury prevention and for reporting, treating and follow up of injuries associated with waste handling.
- Developing spill management strategies for all waste categories.
- Taking action in case of emergency incidents related to Health Care Waste Management.
- Monitoring the record keeping system for initial and regular health screening and immunization of all the staff in the Hospital.
- Implementing an ongoing waste management training program which caters for all staff including management.
- Promoting waste management principles throughout hospital (signs, posters, notice boards, bulletins, competitions etc). Establishing commitment from

hospital managers to comply with all national Legislation and hospital policies related to healthcare waste management.

- Assessing facility waste streams, waste management and reviewing new technologies for collecting, processing and disposing of waste.
- Consulting with Management on waste handling & storage issues relating to the design and layout of buildings, renovations & extensions.
- Advising on the selection of the equipment for the prevention of infection, including disposal methods of sharps and infectious wastes.
- Setting indicators and establishing a monitoring and recording system for all Health Care Waste Management related issues (quantities of wastes, segregation practices, incidence of spills, etc..).
- Conduct a Waste Management Audit annually and review the Waste management Plan.
- Tracking and evaluating program success.
- Reporting to management about program status.
- Proposing useful investment ideas for the management of financial savings incurred as a result of newly adopted waste management practices.
- Liaising with the municipality, private waste contractors, and public authorities with regard to the transport and disposal of waste external to the hospital.

3 Waste management coordinator per department

Competent Person(s) are responsible to Head of Departments for the control and management of waste in relation to their undertakings and work activities at a Departmental level.

Competent Person(s) shall be responsible for:

- Establishing and maintaining records and record keeping systems in order that the movement of all waste streams and materials can be tracked and monitored.
- Championing and promoting the cause of recycling and Waste Management.
- Communicating relevant information and promotion of local schemes and wider strategies in relation to Waste Management and recycling.
- Supplying and making available these records for audit and inspection upon request by stakeholders or other relevant Enforcement Agencies.
- Attending appropriate training in relation to Waste Management and recycling.

- Conducting the specific audits for waste management at the department level.
- Evaluating conditions and numbers of waste bins in their department.
- Controlling the application of policies and procedures pertaining to waste management.
- Requesting new waste bins if needed.
- Controlling that all signs and labels are present and in good status.
- Requesting of new signs if needed or damaged.
- Conducting waste management specific orientation for new staff in their department.

4 Heads of Departments

For the purpose of Health and Safety management, the term 'Head of Department (HoD)' shall cover the most senior member of staff in each Department.

The HoD is responsible of the control and management of health and safety in relation to their undertakings and work activities at a departmental level.

HoD shall be responsible for:

- Ensuring that sufficient resources are made available to control and manage waste within their Departments.
- Appointing and nominating a waste management coordinator
- Ensuring that their Departments comply with the requirements of hospital Policy and Procedure.

5 Infection Control Officer

The Infection Control Officer should liaise with the Waste Management Officer on a continuous basis and provide advice concerning the control of infection and the standards of the waste disposal system. His or her duties are to:

- Identify training requirements according to staff grade and occupation;
- Organize and supervise staff training courses on safe waste management;
- Liaise with the Department Heads, the Matron, and the Hospital Manager to coordinate the training.

The Infection Control Officer also has overall responsibility for chemical disinfection, sound management of chemical stores, and chemical waste minimization.

6 OHS officer

- Systematic management and disposal rules for healthcare waste.
- Proper training of workers.
- Involvement of workers in hazard recognition, prevention and control.
- Provision of equipment and clothing for personal protection.
- Promote personal hygiene.
- Establishment of an effective occupational health program.

7 Chief Pharmacist

The Chief Pharmacist is responsible for the sound management of pharmaceutical stores and for pharmaceutical waste minimization. His or her duties are to:

- Liaise with Department Heads, the WMO, and the Hospital Manager, giving advice, in accordance with the national policy and guidelines, on the appropriate procedures for pharmaceutical waste disposal;
- Coordinate continuous monitoring of procedures for the disposal of pharmaceutical waste;
- Ensure that personnel involved in pharmaceutical waste handling and disposal receive adequate training.

The Chief Pharmacist also has the special responsibility of ensuring the safe utilization of genotoxic products and the safe management of genotoxic waste.

8 Hospital Staff

Hospital staff is responsible for ensuring that they comply with this waste management Policy and Procedure and are also responsible for:

- Disposing of waste materials responsibly, through the appropriate waste stream, in accordance with the hospital Policies and Procedures.
- Reporting any incidents, breaches of and non-conformance with wastes collections etc to your WM coordinator, or Waste Management officer.

9 Hospital Students

Hospital students are responsible for ensuring that they comply with this hospital Policy and Procedure and are also responsible for:

- Disposing of waste materials responsibly through the appropriate waste stream, in accordance with the University's Policies and Procedures.
- Reporting any incidents, breaches of and non-conformance with wastes collections etc, to etc to your WM coordinator, or Waste Management officer.

10 Radiation Officer

The duties and responsibilities of the Radiation Officer are the same as those of the Pharmaceutical Officer but relate to radioactive waste.

11 Supply Officer

The Supply Officer should liaise with the WMO to ensure a continuous supply of the items required for waste management (plastic bags and containers of the right quality, spare parts for on-site health-care waste treatment equipment, etc.). These items should be ordered in good time to ensure that they are always available, but accumulation of excessive stores should be avoided. The Supply Officer should also investigate the possibility of purchasing environmentally friendly products (e.g. PVC free plastic items).

12 Hospital Engineer

The Hospital Engineer is responsible for installing and maintaining waste storage facilities and handling equipment that comply with the specifications of the national guidelines. She or he is also accountable for the adequate operation and maintenance of any on-site waste treatment equipment and is responsible for the staff involved in waste treatment, ensuring that:

- Staff receive training in the principles of waste disposal and are aware of their responsibilities under the hospital waste management plan;
- Staff operating on-site waste treatment facilities is trained in their operation and maintenance.
- Advise on structural and maintenance issues relating to the storage, treatment & disposal of waste.
- Monitor water and energy usage.

13 Employees employed to handle waste (and other cleaning staff)

- Collecting waste.

- Storing waste.
- Transporting waste.
- Managing spills.
- Maintaining the needed resources.
- Disposing of waste materials responsibly through the appropriate waste stream, in accordance with the hospital Policies and Procedures.
- Reporting any incidents, breaches of and non-conformance with wastes collections etc, to etc to your WM coordinator, or Waste Management officer

14 ES officer

- Supervising cleaning staff.
- Managing cleaning staff (schedule).
- Maintaining daily records of waste generation.
- Making sure that waste materials are managed responsibly, through the appropriate waste stream, in accordance with the hospital Policies and Procedures.
- Reporting any incidents, breaches of and non-conformance with wastes collections etc to the WM coordinator, or Waste Management officer.
- Monitoring the good condition of WM equipment's.
- Monitoring the availability of bags (color coding).

15 Radiology

- Advising on radioactive waste management.

16 Laboratory

- Advising on Laboratory issues, pathological waste management.

17 Food Services

- Advising on issues of waste management (composting).

18 IT services

- Advising on electronic waste management.
- Helping in implementing paperless policy with IT training.