

Annex 3 A



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

**WASTE MANAGEMENT COMMITTEE
HAMMOUD HOSPITAL**

January 2011

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1. INTRODUCTION

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. WASTE MANAGEMENT COMMITTEE MEMBERS

| Position | Name | Responsibility |
|--|---------------------------------------|---|
| Operations' Manager | Ms. Abir Abou Salem | Chairperson |
| Administrative Assistant | | Record Keeping, writing minutes of meetings, etc... |
| Infection control/clinical quality manager | Mr. Ibrahim Zeid | Advise on infection control issues. Liaison with the infection control committee. |
| Occupational Health and Safety | Mrs. Nivine Nasreddine | Advise on OH&S matters. Liaison with OH&S Committee. |
| Nursing Management | Mrs. Dania Wehbeh | Nursing Overview and administrative support |
| Risk Management | Mrs. Rima Deeb/ Mr. Bahij Baasiri | Advise on risk management |
| Maintenance | Mr. Ahmad Bathich | Advise on structural and maintenance issues relating to the storage, treatment & disposal of waste. Monitor water and energy usage. |
| Laboratory | Ms. Nadia Ghannoum | Advise on Laboratory issues |
| Human Resources | Ms. Rana Achoua Mrs. Mariam Achkar | Advise on training needs and capacity development |
| Pharmacy | Ms. Suha Hunaini | Advise on management of pharmaceuticals |

| | | |
|--------------------------------|-------------------------|---|
| Director of Medical Department | Dr. Ahmad Zaatari | Advise on waste matters affecting clinical areas and report back to clinical areas. |
| Environmental services | Mr. Mohamad Assi | Supervision of cleaning staff. Maintain daily records of waste generation. |
| Purchasing department | Mrs. Layla Jammal | Report on product usage/wastage & other supply issues. Liaison with product evaluation committee. |
| Nuclear Medicine | Mrs. Elham Fares | Advise on radioactive waste |
| IT | Mr. Ahmad Abdallah | Advise on data integration, reporting and statistical analysis. |
| Financial | Mr. Abdel Rahim Hannawi | Financial advice and reporting. |
| Oncology department | Ms. Mona Barakat | Advise on management of Cytotoxic waste |

3. REPORTING

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

4. 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.

5. MEETING SCHEDULE

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

6. 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.

7. QUORUM

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

8. 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.