

Hornsby Hospital
Waste
Management
&
Resource Recovery
Plan

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GENERAL INFORMATION

Hornsby Hospital Waste Management & Resource Recovery Policy

Hornsby Hospital is committed to develop implement and maintain a waste management and resource recovery system throughout all levels of the business, which:

- supports the NSH Environmental Management Policy, available at http://intranet01.nshs.nsw.gov.au/intranet/p130/fssp/envservices_attachments.nsh/policies/093708972.pdf
- avoids waste production through purchasing strategies, reuse, maximised recycling and proper handling and disposal of the remaining refuse
- complies with all relevant legislation relating to waste and resource recovery, environmental protection, and occupational health and safety, NSW Government

Waste Reduction and Purchasing Policy, NSW DOH Infection Control Policy and the NSW DOH Waste Management Guidelines for Health Care Facilities, Aug. 1998

- is based on measurable objectives and continual improvement methods, and
- will provide a safe work environment and protect the our environment from damage

Waste Management & Resource Recovery Policy Objectives

Our objective is to:

- Maintain the standards set by relevant professional and statutory bodies, ACHS EQUIP 3 2 3, NSW DOH Waste Reduction and Purchasing Policy, and other regulatory / legislative requirements
- Determine and meet the waste management requirements of all departments through structured and continued feedback
- Foster commitment from all staff and management to actively participate in waste avoidance, reduction, reuse and recycling programs
- Provide a continuing waste and resource management education program for staff to increase awareness of waste minimisation principles, Occupational Health and Safety issues and quality improvement ethics
- Establish and maintain effective mechanisms to monitor, review, analyse and evaluate the waste management system and enable its continual improvement
- Provide regular reports on the progress to Area Corporate Services Management, Hospital General Managers and Area Corporate Services Department Heads
- Establish systems for implementing and reporting progress of the NSW Waste Reduction and Purchasing Policy
- Develop benchmarking partnerships with facilities within and beyond Northern Sydney Health
- Provide a point of contact for Area Corporate Services quality improvement activities
- Promote a working relationship with preferred suppliers of Area Corporate Services products and services
- Manage the services within available resources
- Implement the Waste Management and Resource Recovery Operating Procedures and Work Instructions, throughout each facility to minimise the environmental impact of waste treatment and disposal

Targets

- Waste streams are 90% correctly segregated
- No clinical waste corruption in any other waste stream

Key Features of the Waste Management & Resource Recovery System

- Waste stream segregation at the point of generation is achieved in order to constrain waste disposal costs, maximise reuse and recycling, and limit the impact on the environment
- Waste and recyclable items are to be handled in accordance with the **Work Instructions** and **Operating Procedures** listed in the Section titled **Specific Waste Stream Practices**
- Where ever possible, waste and recyclable items are collected and transported in Mobile Garbage Bins (MGB's) to the waste and recycling collection points on site. Mobile Garbage bins are used to enhance health and safety by reducing the risk of needle stick injuries and spillage
- The Mobile Garbage Bins and / or their labels are colour coded where possible for each waste stream to assist the process of waste segregation
- MGB's, and smaller bags and bins are conveniently located in or near each department and point of generation to enable segregation of all waste and recyclable resources into the appropriate streams. *Offices are supplied only with recycle paper bins*
- Separate programs have been developed for the collection and disposal of the following waste and recyclable items:

Hazardous Substances

- Clinical Waste
- Sharps (clinical waste)
- Anatomical waste
- Cytotoxic Waste
- Pharmaceutical Waste
- Chemicals & other hazardous substances
- Radioactive Wastes
- Fluorescent light tubes

Non-Hazardous

- General Waste
- Sanitary Waste

Recyclable Resources

- Paper & paper towel
- Confidential Paper
- Cardboard
- Plastic & Aluminium
- Glass
- Tin Cans and steel
- Toner Cartridges
- Furniture & Equipment
- Food Waste
- Grease Trap Waste

- External Contractors remove the majority of waste and recyclable resources from the hospital sites for processing or disposal
- Selling waste stream products is pursued
- To ensure that collection equipment and clearance frequencies meet the diverse needs of all departments on each site managers are provided with training and asked to:
 - review department operations
 - identify waste reduction possibilities
 - identify recyclable items
 - define the required waste equipment (bins etc) and clearance frequencies
 - raise management issues with the Site Waste & Resource Recovery Process Review Committee
 - document their needs on the Waste Stream Protocol form
- Following training Department Managers are required to document the Dept

waste management needs on the FM Waste Stream Protocol - 003708952. The form is used as evidence of the Department participating in reducing, re-using, recycling and disposal of. It records who is responsible for transporting it, and where it is finally taken, prior to collection by the contractor. The form is kept on computer by the Environmental Services Manager and forms the basis for the equipment provision and clearance scheduling

- Charts and labels are provided to assist understanding of streaming requirements and available equipment including the following:

- 'Waste Container types, colours, areas allocated & collection process' at

- <http://intranet01.nsahs.nsw.gov.au/intranet/area/fssp/envservices/operations/nsh/sd/003708777.pdf>

Disposal Guideline charts are available for

General and Patient care areas at

<http://intranet01.nsahs.nsw.gov.au/intranet/area/fssp/envservices/operations/nsh/sd/003681704.pdf>

Pharmacies

<http://intranet01.nsahs.nsw.gov.au/intranet/area/fssp/envservices/operations/nsh/sd/003709211.pdf>

Laboratory Areas

<http://intranet01.nsahs.nsw.gov.au/intranet/area/fssp/envservices/operations/nsh/sd/003708779.pdf>

Food Services

<http://intranet01.nsahs.nsw.gov.au/intranet/area/fssp/envservices/operations/nsh/sd/003709784.pdf>

Asset Services

<http://intranet01.nsahs.nsw.gov.au/intranet/area/fssp/envservices/operations/nsh/sd/003708785.pdf>

Colour coded bin labels for waste streams are provided as required

- Environmental Operation staff transfer glass and tin / steel cans, waste furniture and equipment from the major sites to central collection centres or to the transfer station for recycling or disposal
- Plastics and metal containers are taken from major sites by the Environmental Operations staff to the re processor
- All documents are controlled through the Environmental Working Party to ensure they are reviewed regularly and current
- To facilitate access by those that need it, documents are available on the Environmental Operations Intranet via links provided, or the Environmental Operations shared computer drive .Comprehensive waste minimisation and management training is available in a number of forms for different audiences
- Each department manager is required to attend the half hour Waste Minimisation and Management Training provided by Environmental Services;
 - New staff members are required to read and complete the Waste Management segment of the Orientation Handbook. Department in-service

training is also provided by Environmental Operations or by the department manager using the training package provided on PowerPoint

Records of all trained staff and managers are kept as evidence of employee

Participation for assessing the rating for EQUIP 3 2 3 Waste Management

- A process for training competency development and assessment is in place to ensure correct implementation of the work instructions and procedures
- Two key performance indicators have been set:
 - 90% of the waste stream is correctly segregated
 - No clinical waste is to be in any other waste stream
- Cleaning staff who empty the bins and remove the wastes to central locations for disposal regularly monitor the waste streams to verify the Waste Management Service Plan. Poor segregation practices are documented following the Waste Segregation Compliance Procedure at
- http://intranet01.nsa.nsw.gov.au/intranet/area/fssp/envservices/operations.nsw.n/vi/003809774.shtml#P-1_0
- Using the Waste Stream Segregation Form at
- <http://intranet01.nsa.nsw.gov.au/intranet/area/fssp/envservices/operations.nsw/forms/003708951.doc>
- Waste weight and cost statistics are regularly kept and reviewed
- The Waste & Resource Recovery Process Review Committee monitors and reviews the waste management process, recommends changes, and amendments to Policy, Operating Procedures and Work Instructions.
- Benchmarking between the facilities is undertaken to assess progress
- Avoidance strategies are encouraged through purchasing and reuse strategies:
 - Choosing products with reduced packaging
 - Choosing re-useable products in preference to disposable products
 - Minimising draft printing
 - Using electronic media eg., e-mail instead of paper
 - Printing on both sides of paper
 - Reusing backs of paper for draft copy printing
 - Converting used paper to note pads
 - Reusing Sterile wrap (Kimguard) as drop sheets, table covers etc.

SPECIFIC WASTE STREAM PRACTICES

General Information for Handling Waste

Hygiene

- ALL staff who handle waste are to wash hands thoroughly after collection
- All transport trolleys, garbage room, and truck to be cleaned when soiled

Occupational Health & Safety Precautions

Copies of the Occupational Health and Safety Act and Regulations are available through the Department of Occupational and Staff Health. All staff who handle waste and recyclable materials:

- Receive training in all relevant Work Instructions and Operating Procedures. Training includes infection control, personal hygiene, safe handling techniques, correct use of Personal Protective Equipment, spill management procedures and the requirements of the Occupational Health and Safety Act 1983
- Are issued with a comprehensive statement of duties and standard operating procedures and work instructions
- Are issued with appropriate Person Protective Equipment and compelled to wear it while handling waste
- Have access to equipment and facilities that minimise manual handling and promote personal hygiene
- Have access to and are familiar with Material Safety Data Sheets (MSDS) for all chemicals used
- Are aware of the requirements of the Infection Control Policy (02/45)
- Are offered appropriate vaccination. Staff vaccination records are kept by Staff Health

Staff are required to:

- Carry out their work in accordance with the Work Instructions and Operating Procedures
- Immediately report all waste handling injuries and incidents to the individual's supervisor
- Incidents and injuries are recorded on an Accident / Incident report form and investigated by the relevant supervisor / manager of the injured person. Preventive action will be initiated as soon as practical and a report submitted to the Occupational Health and Safety Committee)
- Handle all waste as if potentially hazardous
- Wear gloves when handling waste
- Report any problems with equipment such as garbage trolleys and MGB's so they can be maintained in good working order
- Ensure garbage trolleys are not overloaded
- Transport general waste and clinical waste separately
- Strictly follow all manual handling and back care practices

Cleaning of Waste Collection Areas and Equipment

- Garbage or waste containers should be cleaned in hot soapy water and dried

- The waste collection areas must be kept free from vermin ie. flies, rats, cockroaches etc.
- The presence of vermin must be reported immediately to the Environmental Services Supervisor, the Infection Control Clinical Nurse Consultant and the Maintenance Department

Emergency Procedures and Incidents

Incident reporting

In the event of the following occurrence an Incident / Accident report form should be completed and the Environmental Services Manager notified immediately:

- In case of spillage
- If sharps or contaminated objects are found in the incorrect waste stream
- If sharps or non-contaminated waste is found in contaminated waste bins
- If sharps containers are found with the inappropriate objects
- If an injury occurs

The application of appropriate precautions for each of these incidents should be included in the response to the above incidents. Follow up Procedures for anyone who has received a needle stick injury are contained in the Policy for Needlestick Injury or Blood and /or Body Fluid Exposure. Contact DOSH immediately for further information.

Incorrect Segregation of Clinical waste into the General Waste Stream

If clinical waste is found to be in the general waste stream when it gets to the tip, the tip management should contact the Waste Services NSW. Waste Services NSW Centre Manager will contact the Manager Environmental Operations (MEO) the MEO will go to the tip with the 'General Waste Emergency Response Kit' and await the arrival of the Waste Services NSW Centre Manager who will adjudicate regarding the waste and further action.

Clinical Waste

Clinical waste is waste that has the potential to cause infection or offence. When packaged and disposed of appropriately, there is virtually no public health significance. Clinical waste contains the following:

- human tissue (excluding hair, teeth and nails)
- bulk body fluids and blood **
- visibly blood stained body fluids and visibly blood stained disposable material and equipment
- laboratory specimens and cultures
- animal tissues, carcasses or other waste arising from laboratory investigation or for medical

or veterinary research;

unless treated to standards approved by the Director General of NSW Health.

**** Bulk:** Free flowing liquids normally contained within a disposable vessel or

tubing, not capable of being safely drained to the sewer.

Waste removal

Waste should be removed in accordance with the following Work Instructions;

- [WI Waste Clinical Small Bin Emptying – 003708807](#)
- [WI Waste Clinical MGB Collection – 003708808](#)
- [WI Clinical Waste Tracking and Recording – 003709262](#)
- [WI Clinical Waste Invoice Payment – 003708926](#)

Spill Kits

A Spill Kit is to be maintained at the Clinical Waste Disposal Point containing:

- Broom, mop and mop bucket
- a large (10 litre) reusable plastic container or bucket with fitted lid, containing
- 2 plastic general waste garbage bags for the disposal of any general waste
- 2 Clinical waste bags for the disposal of Clinical waste
- a pan and scraper
- disposable rubber gloves suitable for cleaning
- neutral detergent
- disposable cloths and sponges
- disposable overalls
- heavy duty gloves suitable for handling Clinical waste
- eye protection
- a plastic apron
- a mask (for protection against inhalation of powder from disinfectants, or aerosols generated from the spills).
- incident report form
- waste spill sign

Management of spills of clinical waste

Spot cleaning and larger spills should be managed in accordance with the following Work Instruction:

- [WI Spill Management, Blood and Body Substances – 003708930](#)

Clinical Waste Tracking

Bar codes must be placed on all clinical waste bins to enable waste tracking.

- [WI Clinical Waste Tracking and Recording – 003709262](#)

Sharps (Clinical Waste)

Sharps are classified as any object capable of inflicting a penetrating injury, which may or may not be contaminated with blood and / or body substances. This includes needles and any other sharp objects or instruments designed to perform penetrating procedures.

Specifications for Sharps Disposal Containers

Australian Standards compliant containers are to be used for the safe disposal of sharps in all medical / laboratory situations. Reusable containers are to be used where possible to minimise waste.

Waste removal

Waste should be removed in accordance with the following Work Instructions;

- [WI Waste Clean-Up Workers - Safe Handling and Removal and Log Disposal](#)
[003708792](#)

Storage of clinical and sharp waste after removal from clinical areas

- The storage area is to be locked
- The presence of vermin must be reported immediately to the Supervisor of Cleaning Services, the Infection Control Clinical Nurse Consultant and the Maintenance Department
- A record shall be kept of the collection dates and names of transportees in respect of contaminated waste for a period of twelve (12) months