OSPITAL NG PARAÑAQUE		Document Code: OSPAR-ADM-PCO/WMO/HK-002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PCO / WMO/ HOUSEKEEPING
Policy Title:		
POLICY ON ON-SITE COLLECTION OF HEALTH CARE WASTE		Page No.1 of1
Prepared By:	Reviewed By:	Approved by:
Jayson U. Maguddayao, RME	Arnaldo S. Cortes, RN Supervising Administrative Officer	
Head, PCO/WMO/ Housekeeping	Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Jefferson R. Pagsisihan, MD, MHM Hospital Director

POLICY ON ON-SITE COLLECTION OF HEALTH CARE WASTE

- Segregation done on site by each end user.
- Housekeeping staff collects waste at designated areas & time at the route floor plan.
- Staff shall be reinforced to wear appropriate protective gear at all times from collection to segregation at the on-site holding area.
- Waste bags and sharps container filled no more than three quarter full and sealed.
- Pharmaceutical and chemical waste to be collected on demand.
- Ensure proper labeling
- Replacement bags or container are available.
- Must identify volume of waste per area or department and frequently of collection.
- Transport must be done using wheeled trolley or wheel bins
- Should take place during less busy whenever possible. Set routs to prevent exposure of staff, patients and minimize passage though patients care.
- Waste transport should use separate floors, stairways or elevator as far as possible
- Routes and collection times should be fixed and reliable
- Transport staff should wear adequate PPE (gloves, closed shoes, overall and mask)
- Hazardous and non-hazardous should be transported separately.

Implementation Date: Implemented since 1979

Schedule for Policy Review: Reviewed periodically as necessary

Last Reviewed: March 2011, August 2022

OSPITAL NG PARAÑAQUE		Document Code: OSPAR-ADM-PCO/WMO/HK-003 Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department PCO / WMO/ HOUSEKEEPING
Policy Title: POLICY ON OFF-SITE COLLECTION OF HEALTH CARE WASTE		Page No.1 of2
Jayson U. Maguddayao, RME Head, PCO/WMO/ Housekeeping	Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

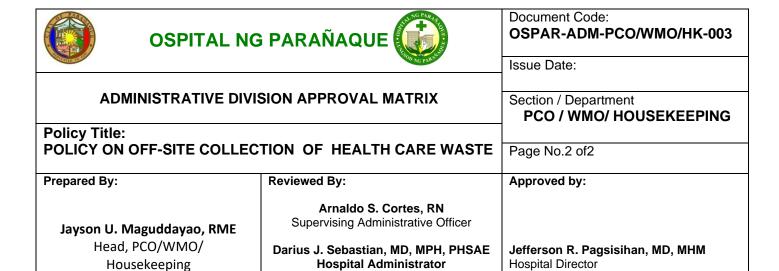
POLICY ON OFF-SITE COLLECTION OF HEALTH CARE WASTE

Off-Site collector of health care waste shall provide the following collection bins that meets the following requirements:

- Puncture-proof for sharps
- Resistant to aggressive chemicals
- Made of high-density polyethylene materials (HDPE)
- Must be leak-proof and be fitted with a self-sealing lid tight enough to withstand turbulence during transport in vehicle
- Must follow DENR-EMB requirements (DAO-20213-22)
- General waste and infectious HCW is collected separately and least once a day.
- Collection is at regular and is reliable
- Waste container and on-site transport trolleys are closed with lids to isolate waste from patients and the public.
- Where waste transported off site for disposal, the vehicle can carry waste in a closed or covered container, and the driver knows what to do if there is an accident of incident during transportation on public roads.
- Transport staff are vaccinated at least against hepatitis A and B, polio and tetanus.
- Waste container, trolleys, and vehicles are maintained and cleaned regularly.

HEALTH CARE WASTE HOLDING AREA

Always locked to prevent any unauthorize entry.



- Should be higher than anticipated floor level, floors should be sloped and easy to clean with good drainage and connected to wastewater treatment plant.
- Adequate ventilation, lighting and electrical supply
- Storage area shall be separated as to general wastes, infectious wastes and recyclable materials. Each compartment shall be provided to ensure nonpilferage.
- Central waste storage area shall be maintained clean to eliminate vectors and rodents.
- Proper warning sign posted in conspicuous place "Caution: Health Care Waste Storage Area- Unauthorize Person Keep Out".

Implementation Date: Implemented since 1979

Schedule for Policy Review: Reviewed periodically as necessary

Last Reviewed: March 2011, August 2022