


 <div style="text-align: center;"> <b>OSPITAL NG PARAÑAQUE</b>  </div>		Document Code: <b>OSPAR-ADM-PCO/WMO/HK-002</b>
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Issue Date:
		Section / Department <b>PCO / WMO/ HOUSEKEEPING</b>
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<b>Policy Title:</b> <b>POLICY ON ON-SITE COLLECTION OF HEALTH CARE WASTE</b>	<b>Approved by:</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>Jefferson R. Pagsisihan, MD, MHM</b>            Hospital Director         </div> </div>	
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### **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 routes to prevent exposure of staff, patients and minimize passage through 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.

<b>Implementation Date:</b>	Implemented since 1979
<b>Schedule for Policy Review:</b>	Reviewed periodically as necessary
<b>Last Reviewed:</b>	March 2011, August 2022

 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-PCO/WMO/HK-003</b>
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<b>Policy Title: POLICY ON OFF-SITE COLLECTION OF HEALTH CARE WASTE</b>		Page No.1 of2
<b>Prepared By:</b>  <b>Jayson U. Maguddayao, RME</b> Head, PCO/WMO/ Housekeeping	<b>Reviewed By:</b>  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator	<b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> 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 or 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 unauthorized entry.

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<b>Policy Title:</b> <b>POLICY ON OFF-SITE COLLECTION OF HEALTH CARE WASTE</b>		Page No.2 of2
<b>Prepared By:</b>  <b>Jayson U. Maguddayao, RME</b> Head, PCO/WMO/ Housekeeping	<b>Reviewed By:</b>  <div style="text-align: center;"> <b>Arnaldo S. Cortes, RN</b>          Supervising Administrative Officer   <b>Darius J. Sebastian, MD, MPH, PHSAE</b>          Hospital Administrator       </div>	<b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director

- 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 non-pilferage.
- 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".

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