

Waste Segregation & Management Policy

Applicable to 15-Bed Healthcare Facility

1. POLICY STATEMENT & OBJECTIVES

Farooq General Hospital is dedicated to providing a safe, hygienic environment for patients, healthcare professionals, and the surrounding community. This policy establishes standard procedures for the safe segregation, collection, storage, internal transportation, and final disposal of healthcare waste generated across all facility zones (Inpatient Department, Outpatient Department, Emergency Room, Operation Theater, and Diagnostic Laboratory) in compliance with national Hospital Waste Management Rules and international infection control guidelines.

Key Policy Objectives:

- Prevent healthcare-associated infections (HAIs), cross-contamination, and needle-stick injuries among hospital staff, patients, and sanitary workers.
- Enforce 100% point-of-generation waste segregation across all 15 patient beds and clinical service areas.
- Maintain full compliance with provincial environmental protection regulations and local municipal health authorities.

2. SCOPE & TARGET AUDIENCE

This policy is mandatory for all clinical, diagnostic, administrative, and housekeeping personnel operating within Farooq General Hospital. This includes permanent medical staff, visiting consultants, duty nurses, laboratory technicians, administrative employees, and contracted sanitary/housekeeping workers.

3. WASTE CATEGORIZATION & COLOR-CODING STANDARD

All waste generated at the facility must be segregated immediately at the point of origin into color-coded containers in according with the matrix below:

WASTE CATEGORY	CONTAINER & COLOR CODE	INCLUDED ITEMS & EXAMPLES
Infectious / Pathological	Yellow Bin Heavy-Duty Biohazard Bag	Anatomical waste, blood bags, blood-soaked gauze, dressings, soiled cotton swabs, used medical gloves, bacterial cultures, and IV lines contaminated with blood or body fluids.
Sharps Waste	Yellow/White Box Puncture-Proof Safety Box	Hypodermic needles, syringes with attached needles, scalpel blades, lancets, IV cannula needles, glass ampules, and broken laboratory glass slides.
Contaminated Plastics	Red Bin Heavy-Duty Red Liner Bag	Uncontaminated plastic tubing, empty saline/IV bottles (without blood contact), catheters, and empty urine collection bags.

WASTE CATEGORY	CONTAINER & COLOR CODE	INCLUDED ITEMS & EXAMPLES
General / Non-Risk	Black / Green Bin Standard Black Liners	Office paper, cardboard packaging, clean wrappers, non-infectious food waste, fruit peels, and general administrative rubbish.
Pharmaceutical / Chemical	Yellow / Brown Strip Dedicated Rigid Container	Expired medications, discarded vaccines, cytotoxic drugs, chemical disinfectant containers, and hazardous liquid reagents.

4. STANDARD OPERATING PROCEDURES (SOPS)

A. Point-of-Generation Segregation

- **Bin Placement:** Color-coded waste bins must be placed side-by-side in all clinical areas (Inpatient rooms, Emergency unit, OT, Lab, and OPDs) with laminated segregation charts affixed directly above them.
- **Immediate Sorting:** Staff generating waste must dispose of items directly into the designated container. Mixing non-risk general waste into yellow biohazard bags is strictly prohibited.
- **Sharps Handling:** Needles must never be recapped, bent, or manually sheared. Drop sharps directly into the puncture-resistant Safety Box immediately after use.

B. Internal Collection and Handling

- **Collection Frequency:** Waste must be collected twice daily (at the end of each shift) or immediately when containers reach **3/4 full capacity**.
- **Closure Protocol:** Waste bags must be securely tied using the "gooseneck" method when 3/4 full. Bags must never be overfilled or forcibly compressed by hand.
- **Labeling:** Sealed bags and safety boxes must be labeled with the originating department (e.g., *FGH - Emergency / OT*), date, and time prior to removal.

C. Internal Transport and Storage

- **Transport Carts:** Waste must be transported using dedicated, leak-proof, covered waste carts equipped with smooth wheels. Carrying waste bags against the body or dragging them along the floor is forbidden.
- **Central Storage Area (CSA):** Farooq General Hospital maintains a dedicated, locked, ventilated Waste Storage Room located away from patient care units and dietary services.
- **Maximum Storage Time:** Infectious waste must not be stored on-site for longer than **24 hours** prior to final off-site disposal or incineration.

5. OCCUPATIONAL HEALTH & SAFETY PROTOCOL

- **Personal Protective Equipment (PPE):** Sanitary workers and waste handling staff must wear heavy-duty utility gloves, surgical/N95 masks, plastic aprons, and closed-toe anti-slip boots during collection and transport.
- **Immunization:** All clinical and housekeeping personnel must receive complete Hepatitis B vaccination and Tetanus boosters prior to clinical assignment.
- **Needle-Stick Injury Procedure:**
 1. Wash the affected area immediately under running water with soap for 3 to 5 minutes (do not squeeze or scrub aggressively).
 2. Report the incident immediately to the Infection Control Officer / On-Duty Medical Officer.
 3. Initiate clinical evaluation and Post-Exposure Prophylaxis (PEP) within 2 hours of exposure.

6. ROLES & RESPONSIBILITIES

- **Infection Control Officer / Medical Superintendent:** Responsible for overall policy oversight, routine audits, regulatory reporting, and coordination with government environmental contractors.
- **Head Nurse / Ward In-Charge:** Responsible for day-to-day enforcement of segregation practices across nursing stations and inpatient bed units.
- **Housekeeping Supervisor & Staff:** Responsible for timely collection, bagging, weighing, and transfer of waste to the CSA while adhering strictly to PPE protocols.

7. MONITORING, AUDITS & STAFF TRAINING

- **Weekly Audits:** The Infection Control Officer will conduct weekly unannounced inspections across all 15 beds, OT, and lab to score segregation compliance.
- **Mandatory Induction:** All newly hired clinical and non-clinical personnel must undergo waste management training prior to shift allocation.
- **Quarterly Refresher:** Mandatory quarterly practical workshops for housekeeping staff focusing on segregation, PPE usage, and chemical spill cleanup.