



Waste Management Policy

1 SUMMARY

Doctors on Riccarton is committed to the appropriate management and disposal of waste. All healthcare waste will be disposed of in a safe, cost efficient manner in accordance with industry standard and local council by-laws.

2 POLICY STATEMENT

2.1 Purpose

To ensure that Doctors on Riccarton employees are aware of the requirements for waste management and comply with these requirements at all times by ensuring safe storage and disposal of sharps, contaminated materials and hazardous and general waste.

2.2 Background

Management of healthcare waste in New Zealand is supported by the NZ Standard 4304:2002 which provides guidelines for the disposal of healthcare waste including the classification, segregation, packaging/containment, labelling, storage, transport and disposal of healthcare waste. This Standard is a requirement for the RNZCGP Foundation Standard (Indicator 14).

Local bodies such as the Christchurch City Council, Waimakariri District Council, Selwyn District Council and Environment Canterbury are the authority as to acceptable types of waste appropriate for disposal via the general waste collection system.

2.3 Scope

This policy applies to all Doctors on Riccarton employees, fixed-term employees and contractors.

2.4 Responsibilities

All staff working at this medical centre are expected to understand the waste management system and their role in achieving the defined processes.

2.5 Definitions & Abbreviations

This section defines terms that are critical to the interpretation and implementation of the policy.

Hazardous Waste:	Healthcare waste which may present a public health or environmental risk or may be considered to be offensive
Sharps Hazardous Waste	Sharps including that which are infectious, cytotoxic or radioactive
General - Non-hazardous Waste:	Constitutes the bulk of the waste generated by community- based healthcare providers and carries no more public health risk or concern than general or domestic waste

Note: Printing this document may make it obsolete. Always check the Policy and Procedure folder for latest version.

Waste Management Policy Issued by: Marina Chin Authorised by: Marina Chin	Version 1.0 02-2018 Issue Date: 14-02-18 Review Date: 24-09-20	FS14.2 <hr/> Page 1 of 4
--	--	-----------------------------



Contaminated Materials:	Materials that have been contaminated with blood/body substances containing pathogens or disease-producing germs/organisms or infectious material or any other material of safety concern (e.g. radioactive)
Infectious Waste:	Substances known or suspected to contain pathogens e.g. Laboratory specimens, waste containing expressible body fluids, receptacles containing body fluids which could leak on compaction
Recyclable Waste:	Recyclables that can be received by the local authority or recycling agents and can include paper, cardboard, glass, plastics, metal
Community Based Healthcare Providers:	A community based healthcare worker who has been contracted or employed to provide Community Based Healthcare Services
Consumer:	Consumer refers to patient, guardian, whanau support or any person who may receive treatment or give permission for treatment

2.6 Related Policies

- Health & Safety Policy
- Incident Management Policy
- Infection Prevention & Control Policy

3 POLICY DETAIL AND PROCEDURES

When handling waste, Doctors on Riccarton staff follow standard precautions at all times to prevent exposure to blood, expressible body fluids, secretions and excretions

All human blood and body fluids are to be treated as potentially infectious

Waste material and resources will be categorised, segregated and disposed of appropriately and according to the following chart:

Waste Category	Items	Colour Code	Disposal Process
Non Hazardous Waste - General - Recycling - Organic/Compostable	Plastic, paper, packaging, food scraps, plastic vials, flowers, glass, metal, cardboard, tin cans, broken crockery, etc		Local council/authority landfill via regular Christchurch City Council roadside rubbish collection arrangements and Waste Management NZ Ltd. Recycling will be used where appropriate
Hazardous Waste - Sharps	All sharps including needles, scalpels, glass ampoules, any object having sharp points capable of causing a penetrating injury	Yellow Sharps Containers displaying biohazard symbol	Collected and disposed of by company accredited for this: Interwaste Southern Community Labs

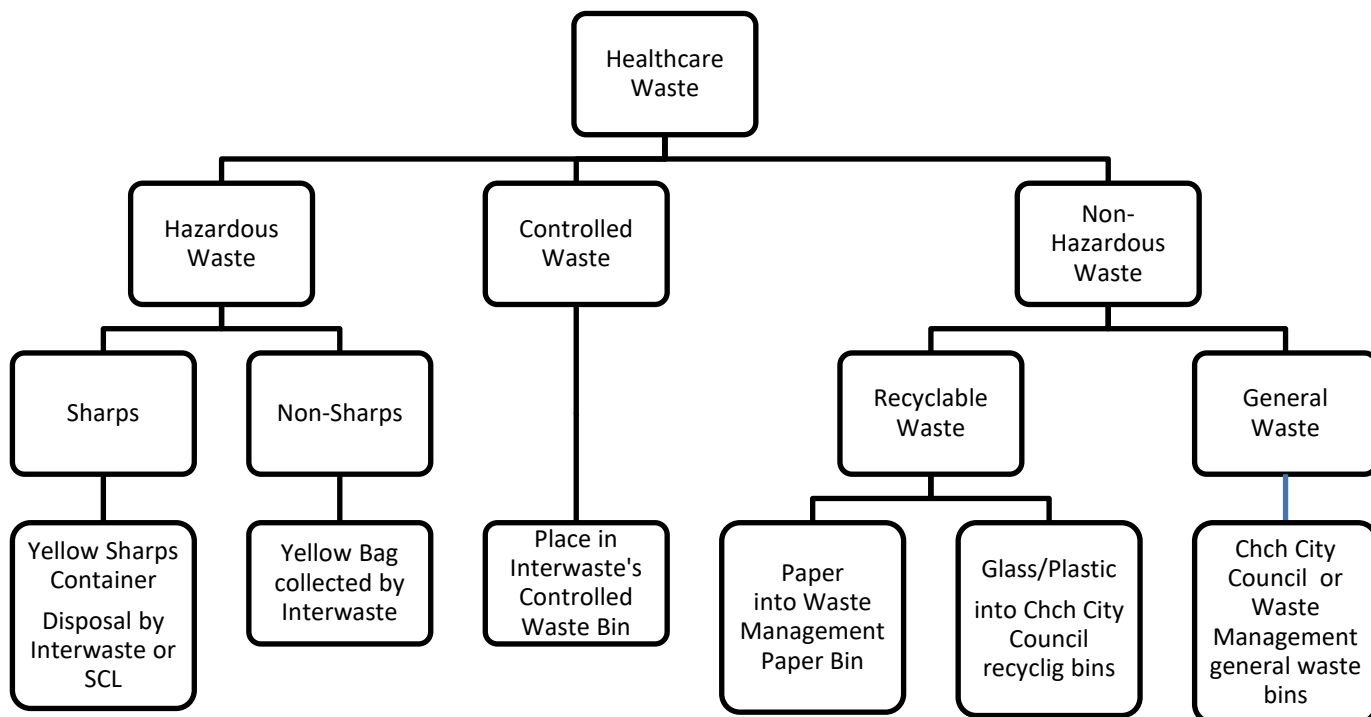
Note: Printing this document may make it obsolete. Always check the Policy and Procedure folder for latest version.

Waste Management Policy Issued by: Marina Chin Authorised by: Marina Chin	Version 1.0 02-2018 Issue Date: 14-02-18 Review Date: 24-09-20	FS14.2 <hr/> Page 2 of 4
--	--	-----------------------------



Hazardous Waste – Non Sharps Infectious Waste	Waste posing a public health or environmental risk or that contains expressible body substances with known or suspected pathogens eg lab specimens, waste body fluids, receptacles containing body fluids.	Yellow Bags containing bio hazard symbol	Collected and disposed of by company accredited for this: Interwaste
Controlled Waste -	Healthcare waste containing potentially infectious blood/body fluids which cannot leak ('not expressible') under compaction	No specified colour coding in the Standard – use appropriate bags supplied by accredited remover	Collected and disposed of by company accredited for this: Interwaste
Pharmaceutical waste	Pharmaceutical waste is to be placed in the sterilizer room in the container labelled as pharmaceutical waste on the top shelf.	White	Waste is returned to Remedy pharmacy next door to the practice
Special Waste	Confidential Health Information	Document Destruction Bin	Shredded and Collected and disposed of by Waste Management NZ Ltd

Healthcare waste will be categorised by its properties and characteristics.



Note: Printing this document may make it obsolete. Always check the Policy and Procedure folder for latest version.



Errors / Complaints

Any complaints associated with this policy will be investigated using the complaints policy timeframes and reporting requirements.

Any issues with the content, control and/or distribution of documents must be reported to the Privacy officer who will investigate and resolve as required.

4 REFERENCES

- NZS 4304:2002 New Zealand Standard for Management of Healthcare Waste
- AS/NZS 4815:2006 “Office-based Healthcare Facilities - Reprocessing of reusable medical and surgical instruments and equipment, and the maintenance of the associated environment”
- Department of Labour www.osh.dol.govt.nz

Note: Printing this document may make it obsolete. Always check the Policy and Procedure folder for latest version.

Waste Management Policy Issued by: Marina Chin Authorised by: Marina Chin	Version 1.0 02-2018 Issue Date: 14-02-18 Review Date: 24-09-20	FS14.2 <hr/> Page 4 of 4
--	--	-----------------------------