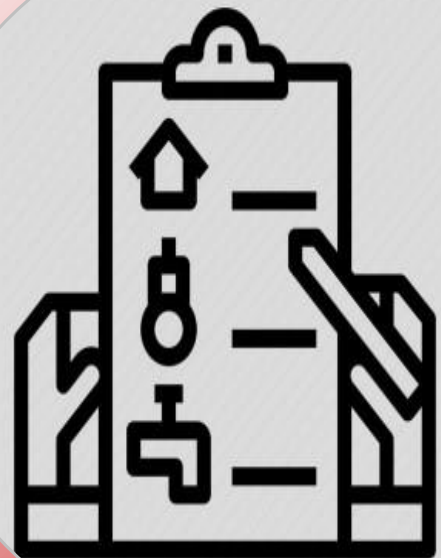


Regulatory Regional Hospital Inspection Tool v1.3



Healthcare Waste Management



Facility:
Date:

- **Tool Name:** Regulatory Regional Hospital Inspection tool v1.3 - Final
- **HES Type:** Hospitals **Sector:** Public
- **Specialization:** Regional
- **Created By:** Health Standards Development and Training

37 Health Care Waste Management

Domain 37.2 CLINICAL GOVERNANCE AND CLINICAL CARE

Sub Domain 37.2.1 7 Clinical management

Standard 37.2.1.1 7(1) The health establishment must establish and maintain clinical management systems, structures and procedures that give effect to national policies and guidelines.

Criterion 37.2.1.1.1 7 Healthcare providers are informed on the health establishment and their specific responsibilities.

37.2.1.1.1.1 Health care personnel have been informed about the Standard Operating Procedures of the unit and health establishment.

Assessment type: Document - **Risk rating:** Essential measure

Documented evidence that personnel have been informed about the Standard Operating Procedures of the unit and health establishment must be available. This could include but is not limited to distribution lists which include personnel signatures to indicate they have read and understood the document (which must be dated and signed), proof of attendance at meetings where policies, guidelines and standard operating procedures are discussed, or similar evidence for electronic distribution. Score 1 if such evidence is available and score 0 if it is not available.

Score	Comment	
Aspects	Score	Comment
1. Obtaining additional healthcare risk waste containers		
2. Handling, storage and safe disposal of waste		
3. Management of Occupational safety in relation to waste management		
4. Cleaning of hazardous and biohazardous spills		

Standard 37.2.1.2 7(2) (b) A health establishment must establish and maintain systems, structures and programmes to manage clinical risk.

Criterion 37.2.1.2.1 7 The health establishment implements process to ensure environmental cleanliness.

37.2.1.2.1.1 All work completed is verified by the cleaning supervisor or a delegated member of personnel.

Assessment type: Document - **Risk rating:** Essential measure

Daily and random inspections will ensure the cleanliness of the area. The person responsible for overseeing the cleaning service must inspect the area daily and randomly to confirm that cleaning has been carried out according to the schedule and that all areas attended to have been effectively cleaned. Monitoring tools (including, but not limited to, checklists/tick sheets) listing all cleaning tasks must be completed for each room or area. Not applicable: Never

Score	Comment

37.2.1.2.1.2 The central waste storage area(s) is clean.

Assessment type: Observation - **Risk rating:** Vital measure

Inspector to observe general cleanliness of the area including but not limited to whether the area is free of dirt and stains. Not applicable: Never

Score	Comment

Criterion 37.2.1.2.2 7 A designated and knowledgeable staff member responsible for waste management must oversee compliance with relevant legislation and standards.

37.2.1.2.2.1 The waste management unit has a designated or appointed waste manager.

Assessment type: Document - **Risk rating:** Essential measure

A designated or appointed waste manager will be responsible for ensuring that the health establishment complies with waste management guidelines and legislation. The incumbent must have an appointment or designation letter, which must be signed and dated. Not applicable: Never

Score	Comment

Criterion 37.2.1.2.3 7 The establishment must have undertaken a health care risk waste management process in the previous two years to identify the hazardous waste that it generates and must establish how to deal with it safely.

37.2.1.2.3.1 The health care risk waste management report of the assessment undertaken in the previous two years is available.

Assessment type: Document - **Risk rating:** Essential measure

The purpose of the assessment is to identify the hazards associated with hazardous waste. The management report of the assessment undertaken in the previous two years must be available. Not applicable: Never

Score	Comment

37.2.1.2.3.2 The management plan addresses the risks identified in the health care risk waste management report is documented.

Assessment type: Document - **Risk rating:** Essential measure

The document aims to ensure minimisation of risks associated with hazardous waste. The health care risk waste risk assessment report and the management plan must be available. Not applicable: Never

Score	Comment

37.2.1.2.3.3 Actions taken to address the risks identified in the health care risk waste report are documented.

Assessment type: Document - **Risk rating:** Essential measure

The health care risk waste management implementation report must be available. The document must be signed and dated. Not applicable: Never

Score	Comment

Criterion 37.2.1.2.4 7 The health establishment must implement an effective waste management procedure within the health establishment and buildings and grounds.

37.2.1.2.4.1 The health establishment has a waste management committee.

Assessment type: Document - **Risk rating:** Essential measure

As required by the Practical Manual for Implementation of the National Infection Prevention and Control Strategic Framework 2020 in page 75. Waste management committee members must be designated by means of signed letters of appointment. Request letters of the committee members listed below. Score 1 if a signed letter is available and 0 if not available.

Score	Comment	
Aspects	Score	Comment
1. Designated or appointed health care waste management officer (ideally an environmental health practitioner)		
2. Representative of section responsible for infection and prevention control		
3. Chief executive officer/facility manager		
4. Representative of section responsible for quality control		
5. Representative of the section responsible for procurement and contract management		
6. Nominated health and safety representative		
7. Representative of section responsible for cleaning and hygiene services		

8. Representative of section responsible for occupational health and safety Reference: • Practical Manual for Implementation of the National Infection Prevention and Control Strategic Framework. March 2020		
--	--	--

37.2.1.2.4.2 Waste management’s practices are discussed.

Assessment type: Document - **Risk rating:** Essential measure

Manual or electronic minutes from the forum’s meeting for the previous quarter should reflect discussions on waste management practices. The minutes must be dated and signed and include an attendance register (Note that minutes will not be signed if the subsequent meeting has not taken place.) Not applicable: Never

Score	Comment

Criterion 37.2.1.2.5 7 The health establishment must have a functional quality management system

37.2.1.2.5.1 Quality improvement plans are developed by health care personnel.

Assessment type: Document - **Risk rating:** Essential measure

Request the quality improvement plan of the unit from the previous six months. Verify whether the aspects listed below are documented. Score if aspect is documented and 0 if not. NB: Score not applicable where no gaps have been identified.

Score	Comment	
Aspects	Score	Comment
1. Gaps identified		
2. Activities required or implemented to address gaps		
3. Healthcare personnel responsible		
4. Time frames		

37.2.1.2.5.2 Corrective action has been taken to improve the quality of service provided where gaps are identified.

Assessment type: Document - **Risk rating:** Essential measure

Evidence must be available that the action specified in the quality improvement plan was implemented. Not applicable: Where there were no gaps identified.

Score	Comment

Sub Domain 37.2.2 8 Infection prevention and control programmes

Standard 37.2.2.1 8(1) The health establishment must maintain an environment, which minimises the risk of disease outbreaks, the transmission of infection to users, health care personnel and visitors.

Criterion 37.2.2.1.1 8(2)(a) The health establishment must ensure that there are hand washing facilities in every service area.

37.2.2.1.1.1 Hand washing facilities are available for waste management personnel.

Assessment type: Observation - **Risk rating:** Vital measure

Verify whether the hand washing facilities and items listed below are available. Score 1 if the item is available and 0 if not available.

Score	Comment	
Aspects	Score	Comment
1. Hand washing basin. Explanatory note: The basin must not be blocked, broken, have deep cracks causing leaking of water, or have hairline cracks.		
2. Poster on correct hand washing technique		
3. Poster on the correct use of alcohol-based hand rub. Explanatory note: Posters must be placed at strategic places and above alcohol dispensers in the health establishment as stipulated in page 33 of Practical Manual for Implementation of IPC Strategic framework March 2020.		
4. Taps		
5. Running water		
6. Plain liquid soap		
7. Wall mounted soap dispenser		
8. Paper towels		
9. Paper towel dispenser		
10. Bin		
11. Alcohol based hand rub. Explanatory note: Item does not necessarily have to be in the hand washing basin/facility area.		

Criterion 37.2.2.1.2 8(2)(d) The health establishment must ensure that health care personnel are protected from acquiring infections through the use of personal protective equipment and prophylactic immunisations.

37.2.2.1.2.1 Waste management personnel have access to and use appropriate protective clothing and equipment.

Assessment type: Observation - **Risk rating:** Vital measure

Verify whether waste management personnel are wearing personal protective equipment for the tasks they are performing, including wearing it correctly. Score 1 if the items are available and worn and 0 if they are not available or not worn. Score NA (not applicable) where, at the time of the inspection, personnel are not in a situation in which they are required to wear protective clothing.

Score	Comment

Unit 1 Storeroom/storage area: Available

Aspects	Score	Comment
1. Heavy duty domestic rubber gloves		
2. Overalls or uniform		
3. Full-length heavy-duty aprons		
4. Respirator or appropriate mask		
5. Closed-toe shoes or water-resistant boots		

Unit 2 Health care worker 1: Worn

Aspects	Score	Comment
1. Heavy duty domestic rubber gloves		
2. Overalls or uniform		
3. Full-length heavy-duty aprons		
4. Respirator or appropriate mask		
5. Closed-toe shoes or water-resistant boots		

Unit 3 Health care worker 2: Worn

Aspects	Score	Comment
1. Heavy duty domestic rubber gloves		
2. Overalls or uniform		
3. Full-length heavy-duty aprons		
4. Respirator or appropriate mask		
5. Closed-toe shoes or water-resistant boots		

Sub Domain 37.2.3 9 Waste management

Standard 37.2.3.1 9(1) The health establishment must ensure that waste is handled, stored, and disposed of safely in accordance with the law.

Criterion 37.2.3.1.1 9(2)(a) The health establishment must have appropriate waste containers at the point of waste generation.

37.2.3.1.1.1 Replacement containers for disposal of all types of waste are available in the storage area.

Assessment type: Observation - **Risk rating:** Vital measure

Verify whether the waste containers listed below are available. Health care risk waste containers must have the appropriate international hazard symbol and be marked as prescribed in the SANS 10248-1:

Management of Health Care Waste, Part 1: Management of healthcare risk waste from a health facility. Score 1 if the waste container is available and 0 if not available.

Score	Comment

Aspects	Score	Comment
1. Human anatomical waste (red bucket with tight fitting lid)		
2. Infectious non-anatomical waste (red)		
3. Sharps (yellow)		
4. Chemical waste including pharmaceutical, cytotoxic or genotoxic		
5. Pharmaceutical waste (dark green)		
6. General waste (black, beige, white or transparent packaging may be used)		

Criterion 37.2.3.1.2 9(2)(b) The health establishment must implement procedures for the collection, handling, storage and disposal of waste.

37.2.3.1.2.1 The health care waste management plan complies with legal requirements and national guidelines.

Assessment type: Document - **Risk rating:** Essential measure

Verify whether the aspects listed below are included and explained in the waste management plan Score 1 if the aspect is included and explained and 0 if not included or not explained. NB: An updated waste management plan, reviewed within the previous two years, must be available.

Score	Comment	
Aspects	Score	Comment
1. Health establishment information related to workload		
2. Contact details of person in charge of waste management (Health care waste officer)		
3. Classification of waste streams		
4. Assessment of quantity of waste that will be generated		
5. Type or characteristics or categories of waste that will be generated		
6. Description of waste management systems/services provided on generation, storage, collection, transportation, treatment and disposal of such waste		
7. Contract with service provider for collection and final disposal to licensed waste disposal facility		

8. Description of separation of recyclable and non-recyclable waste at point of waste generation		
9. Waste minimisation measures such as reduction, reuse and recovery		
10. Pollution prevention measures to minimise impact or potential impact on environment		
11. Health risk minimisation measures to protect public and any workers		
12. Remedial measures to be implemented		
13. Those responsible for generating contaminated waste are trained at the time of employment and training is refreshed periodically; training must include infection prevention and control and occupational health		
14. Those responsible for handling contaminated waste are trained at the time of employment and training is refreshed periodically; training must include infection prevention and control and occupational health References: • Practical Manual for Implementation of the National Infection Prevention and Control Strategic Framework. March 2020 • National Environmental Health Norms and Standards for premises and acceptable monitoring standards for environmental health practitioners 2015		

37.2.3.1.2.2 A waste collection schedule for all service areas is available.

Assessment type: Document - **Risk rating:** Vital measure

Regular waste collection in the health establishment is an important aspect of infection prevention and control. The waste collection schedule must indicate the date and time for collection of waste in various sections of the health establishment. Not applicable: Never

Score	Comment

37.2.3.1.2.3 Waste is collected daily from clinical areas, clinical support areas and non-clinical areas in accordance with the schedule.

Assessment type: Document - **Risk rating:** Vital measure

Waste must be collected from intermediate storage areas daily to prevent overflow and to minimise infection control risks. A record kept by the waste management unit must indicate that waste is collected daily in the health establishment. This may be captured in a register or other documented record. Evidence may be manual or electronic. Not applicable: Never. Reference: Practical Manual for

Implementation of the National Infection Prevention and Control Strategic Framework March 2020. National Infection Prevention and Control Strategic Framework. March 2020

Score	Comment

--	--

37.2.3.1.2.4 The health establishment has closed or lockable or sealable containers or trolleys for transportation of waste.

Assessment type: Observation - **Risk rating:** Vital measure

Verify whether the health establishment has closed or lockable or sealable containers or trolleys for transportation of waste. Not applicable: Never. Reference: Practical Manual for Implementation of the National Infection Prevention and Control Strategic Framework. March 2020 (pg.81)

Score	Comment

37.2.3.1.2.5 The health care risk waste central storage area must meet the requirements listed below.

Assessment type: Observation - **Risk rating:** Vital measure

Inspect the central storage area, which is the area where waste is stored while awaiting collection by the waste removal service provider, to verify it complies with the aspects listed below. Score 1 if the aspect is compliant and 0 if not compliant. NB: The central storage areas for health care risk waste must comply with SANS 10248:2004, edition 2 and the National Norms and Standards for Environmental Health, 2015.

Score	Comment	
Aspects	Score	Comment
1. Adequate space is available to store waste containers		
2. Area is enclosed and protected from natural elements such as rain, wind and sun		
3. Area is vermin proof, i.e. enclosed to prevent insects and rodents, etc. from entering storage area		
4. Area has a smooth, slip resistant and non-porous floor with a good drainage system connected to municipal/council sewerage		
5. Area has a display board with name and contact details of person responsible for waste management		
6. Area is marked with international biohazard symbol		
7. Area is well ventilated		
8. Area is well lit		

9. Area is locked and not accessible to unauthorised personnel, as indicated through “No unauthorised entry” signs		
10. Area is equipped with spill kit, i.e. container with items required to manage spillages, e.g. disinfectants and absorbent material		
11. Area has refrigeration facilities for waste storage at low temperatures. Explanatory note: This can be available in an area which is in close proximity to the Central storage area.		
12. Refrigerator maintained at –2 degrees Celsius. Explanatory note: This can be available in an area which is in close proximity to the Central storage area.		
13. All waste in refrigerator is appropriately containerised		
14. Register available for waste stored in refrigerator		
15. Area has access to fire extinguisher References: • Practical Manual for Implementation of the National Infection Prevention and Control Strategic Framework. March 2020. • National Environmental Health Norms and Standards for premises and acceptable monitoring standards for environmental health practitioners 2015.		

37.2.3.1.2.6 A waste spill kit with contents listed below is available.

Assessment type: Observation - **Risk rating:** Essential measure

Verify whether the items listed below are available in the spill kit. Score 1 if the item listed below is available and 0 if not available.

Score	Comment	
Aspects	Score	Comment
1. Disposable gloves		
2. Disposable apron		
3. Paper towel		
4. Red disposable bag with tie lock		
5. Chlorine release tablets		
6. Scoop and scraper		

37.2.3.1.2.7 The outside general waste storage area is well maintained and poses no health risk.

Assessment type: Observation - **Risk rating:** Essential measure

The area must be access-controlled and protected against scavenging or theft. Waste must be kept inside the containers. Skip bins must be located at the back of the main buildings or in an area that is not easily accessible by the public. A well-built storage area with lockable mesh wire is also acceptable. Not applicable: Never

Score	Comment

37.2.3.1.2.8 Health care risk waste containers are labelled before transportation for disposal.

Assessment type: Observation - **Risk rating:** Essential measure

Healthcare risk waste containers must be labelled with colour codes and the international biohazard symbol for health care risk waste as prescribed in SANS 10248-1-Management of Health Care Waste, Part 1: Management of healthcare risk waste from a healthcare facility. (National Environmental Health Norms and Standards for Premises and Acceptable Monitoring Standards for Environmental Health Practitioners 2015). Verify whether containers ready for collection by service providers have been labelled as listed below. Score 1 if the container is labelled and 0 if not labelled.

Score	Comment	
Aspects	Score	Comment
1. Name of appointed service provider is identified on health care risk waste container/s		
2. Waste containers are marked with international biohazard symbol		
3. Waste containers are colour-coded and labelled appropriately		

37.2.3.1.2.9 Health care risk waste for disposal is documented.

Assessment type: Document - **Risk rating:** Essential measure

Request records from the previous three months and verify whether waste destined for disposal is documented as listed below. Score 1 if documented and 0 if not documented.

Score	Comment	
Aspects	Score	Comment
1. All waste for disposal is registered		
2. All waste for disposal is weighed		

3. All waste for disposal is signed over to authorised service provider		
---	--	--

37.2.3.1.2.10 A current service level agreement for removal and safe disposal of waste is available.

Assessment type: Document - **Risk rating:** Essential measure

The service level agreement must be valid (not expired) and signed by the accredited service provider and the responsible accounting officers and witnessed. The service level agreement must be between the mother group/province and the service provider. It must include but not limited to the removal and safe disposal of waste, toxic chemicals, radioactive waste and expired medicines by an accredited service provider. Not applicable: Never

Score	Comment

37.2.3.1.2.11 The service level agreement is monitored monthly for compliance.

Assessment type: Document - **Risk rating:** Vital measure

Evidence includes, but is not limited to, signed monitoring checklists, minutes of meetings, and reports which include indicators/service as per the service level agreement. Not applicable: Never

Score	Comment

37.2.3.1.2.12 Remedial action is taken to rectify the breaches identified.

Assessment type: Document - **Risk rating:** Vital measure

A document reflecting actions taken to rectify identified breaches in the terms of the service level agreement is available. Not applicable: Where breaches were not identified

Score	Comment

Domain 37.4 GOVERNANCE AND HUMAN RESOURCES

Sub Domain 37.4.1 20 Occupational health and safety

Standard 37.4.1.1 20(1) The health establishment must comply with the requirements of the Occupational Health and Safety Act, 1993.

Criterion 37.4.1.1.1 20(2)(b) Awareness of safety and security issues must be promoted

37.4.1.1.1.1 The emergency evacuation plan is prominently displayed.

Assessment type: Observation - **Risk rating:** Essential measure

The evacuation plan must include but is not limited to route/directions to be followed during evacuation, emergency exits and assembly point(s). This must be visibly displayed. Not applicable:

Never

Score	Comment

37.4.1.1.1.2 The healthcare personnel are familiar with the emergency evacuation procedure.

Assessment type: Staff interview - **Risk rating:** Essential measure

Interview three health care personnel to establish whether they are able to explain the evacuation procedure as illustrated in the evacuation plan. Score 1 if they explain the procedure as illustrated in the evacuation plan and 0 if not. Where no evacuation plan is available, this measure must be scored 0.

Score	Comment	
Aspects	Score	Comment
1. Healthcare personnel 1		
2. Healthcare personnel 2		
3. Healthcare personnel 3		

Criterion 37.4.1.1.2 20 Measures must be in place to minimise the incidence of critical occupationally acquired injuries and diseases.

37.4.1.1.2.1 Occupational health and safety incidents are reported to the responsible person.

Assessment type: Document - **Risk rating:** Vital measure

All occupational health and safety incidents involving waste personnel must be reported. A register or similar document for recording occupational health and safety incidents must be available at the waste management unit. Where no incidents have occurred, zero reporting must be done. Not applicable: Never

Score	Comment

37.4.1.1.2.2 Health care providers are able to explain which occupational health and safety incidents must be reported immediately.

Assessment type: Staff interview - **Risk rating:** Essential measure

Interview three health care providers to determine whether they are aware of occupational health and safety incidents that must be reported immediately. Score 1 if the health care provider answers the questions below correctly and 0 if not.

Score	Comment

Unit 1 Health care provider 1

Aspects	Score	Comment
1. Exposure to blood and body fluids either due to a sharp's injury or spillage		
2. Exposure to chemicals, radiation and other noxious substance		

3. Back injury or physical injury during transportation of waste		
--	--	--

Unit 2 Health care provider 2

Aspects	Score	Comment
1. Exposure to blood and body fluids either due to a sharp's injury or spillage		
2. Exposure to chemicals, radiation and other noxious substance		
3. Back injury or physical injury during transportation of waste		

Unit 3 Health care provider 3

Aspects	Score	Comment
1. Exposure to blood and body fluids either due to a sharp's injury or spillage		
2. Exposure to chemicals, radiation and other noxious substance		
3. Back injury or physical injury during transportation of waste		

Official Sign-Off

The National Health Act, 2003 (Act No. 61 of 2003) provides for quality requirements and standards in respect of health services provided by health establishments to the public. The main objective is to promote and protect the health and safety of the users of health services and contribute to improved outcomes and improved population health.

To achieve this mandate standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for Regional Hospitals.

Acknowledgements

There are many people who have contributed to the development of the Regulatory Regional Hospital Inspection Tools Version 1.3. The Office of Health Standards Compliance wishes to extend most heartfelt acknowledgement and gratitude to the following:

- The WHO technical team for providing guidance on the very first draft inspection tools database
- Health Standards Development and Training unit team (Dr Grace Labadarios, Mr Jabu Nkambule, Ms Florina Mokoena, Ms Mosehle Matlala, Ms Busisiwe Mashinini} for the development of the Regional Hospital Inspection tools.
- The internal OHSC teams (Compliance Inspectorate, Certification and Enforcement, Complaints and Assessment, Complaints and Investigation, Systems, Data Analysis and Research}, for their contribution during the development of the Regional Hospital Inspection tools and (Information Technology and Communication and Stakeholder Relations} for providing support.
- National Department of Health, Mr Bennet Asia, Dr Shaidah Asmall for reviewing and commenting on the inspection tools.
- Provincial Department of Health personnel, Quality Assurance Managers, District Managers, Programme Managers, Operational Managers for their valuable feedback
- The Certification and Enforcement Committee of the OHSC Board for reviewing the tools and for recommending to the Board for approval.

It is hereby certified that the Regulatory Regional Hospital Inspection tools version 1.3 was developed by the Office of Health Standards Compliance.

Ms W Moleko

Signature:



**Executive Manager: Health Standards
Development Analysis and Support**

Date:

10/08/2022

Dr Siphwe Mndaweni

Signature:



Chief Executive Officer: OHSC

Date:

10/08/2022

Telephone: 012 942 7700
Email: admin@ohsc.org.za
Website: www.ohsc.org.za

Physical address:
The Office of Health Standards
Compliance,
79 Steve Biko Road,
Prinshof,
Pretoria
0084

Postal Address:
Private Bag X21
Arcadia
0007

ISBN:
978-0-620-90157-4

