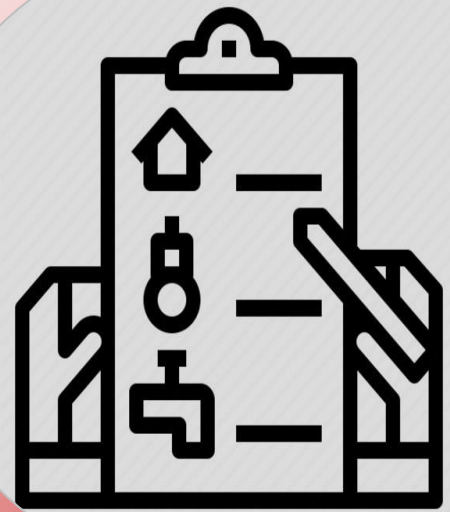




Office of Health Standards Compliance  
Ensuring quality and safety in health care

# Regulatory Regional Hospital Inspection Tool v1.4



## Health Care Waste Management



Facility:
Date:

- **Tool Name:** Regulatory Regional Hospital Inspection Tool v1.4 - 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(2)** (b) A health establishment must establish and maintain systems, structures and programmes to manage clinical risk.

**Criterion 37.2.1.1.1 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.

**37.2.1.1.1.1** The health care risk waste management assessment report 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 must be available.

Not applicable: Never

Score	Comment

**37.2.1.1.1.2** The management plan addresses the risks identified in the health care risk waste management report.

**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. The document must be signed and dated.

Not applicable: Never

Score	Comment

**37.2.1.1.1.3** 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: Where there were no risks identified.

Score	Comment

**Criterion 37.2.1.1.2 7** The health establishment must implement an effective waste management procedure within the health establishment and buildings and grounds.

**37.2.1.1.2.1** 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		

**37.2.1.1.2.2** 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 37.2.1.1.3 7 The health establishment must have a functional quality management system**

**37.2.1.1.3.1** 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. Score not applicable where no gaps have been identified.

Score	Comment	
Aspects	Score	Comment
1. Gaps identified		

2. Activities required to address gaps		
3. Health care personnel responsible		
4. Time frames		

**37.2.1.1.3.2** 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

Select one area in the unit and inspect the handwashing facilities for the items listed below. Score 1 If the item is available and 0 if not available.

Score	Comment	
Aspects	Score	Comment
1. Functional hand wash basin. Explanatory note: The basin should not be blocked, broken or have cracks.		
2. Taps are functional and not broken		
3. Plain liquid soap		
4. Wall mounted soap dispenser		
5. Paper towel dispenser with disposable hand paper towels		
6. General waste container. Explanatory note: Containers used for the temporary storage of general waste should be leak proof, intact, corrosive resistant and have a tight-fitting lid. The container must be lined with the appropriate colour coded liner. (Practical Manual: Implementation of the National Infection Prevention and Control Strategic Framework page 82 and page 84).		

**37.2.2.1.1.2** Alcohol based hand rub is available.

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

Observe whether alcohol-based hand rub is available.

Not applicable: Never.

Score	Comment

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**37.2.2.1.1.3** Posters on hand hygiene are displayed.

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

Observe whether posters on hand hygiene are displayed. This could be a single hand hygiene poster or individual posters for hand washing or correct use of alcohol-based hand rub.

Not applicable: Never

Score	Comment

**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** Personal protective equipment is worn.

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

Select three healthcare workers and verify whether protective clothing and equipment is worn. Score 1 if the items are worn and 0 if not worn. Score 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 Health care worker 1

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

Unit 2 Health care worker 2

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

Unit 3 Health care worker 3

Aspects	Score	Comment
1. Heavy duty domestic rubber gloves		
2. Overalls or uniform		
3. Full-length heavy-duty aprons		
4. Respirator or appropriate mask or approved equivalent		
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. Waste management plan must be updated if waste management practices /generation patterns change in the health establishment. Score 1 if the aspect is included and explained and 0 if not included or not explained.

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. 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 temporary/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. tional Infection Prevention and Control Strategic Framework. March 2020*

Score	Comment

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**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. 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. Other health establishments will use Chemical spill kit.		
11. Area has a refrigeration facility 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. Refrigeration facility 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 refrigeration facility is appropriately containerised		
14. Register available for waste stored in refrigeration facility		
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** 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

**37.2.3.1.2.7** 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		

**37.2.3.1.2.8** 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		

**37.2.3.1.2.9** The service level agreement for removal and safe disposal of waste is monitored for compliance.

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

Request records from the previous six months and check whether the service level agreement is monitored. Evidence could include but is not limited to signed monitoring checklists, minutes of meetings and reports.

**Not applicable:** Never.

Score	Comment

**37.2.3.1.2.10** 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 Measures must be in place to minimise the incidence of critical occupationally acquired injuries and diseases.**

**37.4.1.1.1.1** 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

**37.4.1.1.1.2** Health care personnel 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 personnel to determine whether they are aware of occupational health and safety incidents that must be reported immediately. Score 1 if the health care personnel answers the questions below correctly and 0 if not.

Score	Comment

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Unit 1 Health care personnel 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 personnel 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 personnel 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.

**Acknowledgments**

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- The internal OHSC teams (Compliance Inspectorate, for their contribution during the update of the Regional Hospital inspection tools).
- National Department of Health for their input and comments on the inspection tools.

**It is hereby certified that the Regulatory Regional Hospital Inspection tools version 1.4 was updated by the Office of Health Standards Compliance.**



**SIGNATURE:**

**MS. WINNIE MOLEKO**

**EXECUTIVE MANAGER: HEALTH STANDARDS, DEVELOPMENT ANALYSIS AND SUPPORT**

**DATE: 15/04/2024**

**SIGNATURE:**

**DR MATHABO MATHEBULA**

**CHIEF OPERATIONS OFFICER: OHSC**

**DATE: 17/04/2024**

**SIGNATURE:**

**DR SIPHIWE MNDAWENI**

**CHIEF EXECUTIVE OFFICER: OHSC**

**DATE: 17/04/2024**

Telephone: 012 942 7700  
Email: [admin@ohsc.org.za](mailto:admin@ohsc.org.za)  
Website: [www.ohsc.org.za](http://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

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