

HEALTH CARE WASTE MANAGEMENT ASSESSMENT TOOL

INSTRUCTIONS

HCWM assessments are an effective means to determine whether a facility is providing safe waste management services that are in line with available biosafety and environmental management regulations.

Assessors: Throughout this assessment, directions to you appear in red. Light blue cells indicate that you should enter a response or information. Please insert comments where indicated. Complete this facility assessment using the methods below to evaluate facility HCWM operations with regard to the items on the checklist.

Review HCWM records to verify that the facility policies, logs, Standard Operating Procedures (SOPs) and other manuals (e.g., safety manual) are complete, current, accurate, and regularly reviewed.

Observe HCWM operations to ensure:

- o practice matches written policy or procedure in all phases of HCWM practices;
- o processes are appropriate for the waste handled;
- o identified problems have been adequately investigated and resolved.

Interview a sample of staff across facility departments to ensure all HCWM program elements are properly assessed. At a minimum, the following should be interviewed: a representative from the Infection Control Committee (or equivalent); housekeeping or waste handlers; incinerator operator; two staff members in at least 20% of patient wards (2 wards minimum), as well as two staff members in maternity, operating theater, outpatient and laboratory services.

Ask open ended questions to clarify documentation seen and observations made. Ask questions like, “show me how...” or “tell me about...” It is often not necessary to ask all the checklist questions verbatim. An experienced assessor can often learn the answers to multiple checklist questions through open ended dialogue with the facility staff.

Follow a waste trail from point of generation to disposal site: from production, segregation, labeling, transport, storage and disposal to determine the strength of facility HCWM systems and operations.

Evaluate the quality and efficiency of supporting work areas (e.g., segregation areas, waste receiving areas, recording of weights, etc.).

Talk to health workers to learn their perspective on the HCWM system in the facility. *Notable findings can be documented in the Summary and Recommendations section at the end of the checklist.*

Assessors can complement this Facility Assessment Tool with additional location-specific inspection and audit checklists. Please see:

- Document 203: Health Care Waste Management Audit Procedures - Guidance
- Document 204: Inspection checklist: Housekeeping/waste handling
- Document 205: Inspection checklist: Waste Holding and Storage
- Document 206: Inspection checklist: Laboratory Waste Management
- Document 207: Inspection checklist: Supervisor/Matron
- Document 208: Audit checklist: Autoclave Operation
- Document 209: Audit checklist: Incineration Operation