PURPOSE:

To provide a guidelines in proper collection of medical waste to achieve an efficient movement of waste from points of generation to storage while minimizing risk to personnel.

SCOPE:

Applies to all Staff involved in the collection of medical waste at Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

Infection Prevention and Control Unit (IPCU), Waste Management Committee, Housekeeping Aides, Elevator Operator

GENERAL GUIDELINES:

1. Wastes shall be collected daily (or as frequently as required) and transported to the designated central storage site.
2. Time of collection regardless of category of waste shall be at the start of every shift.
3. No bags or containers shall be removed unless they are labeled with their point of production (specific ward or department) and contents.
4. The bags or containers shall be replaced immediately with new ones of the same type.
5. Nursing areas personnel shall ensure that waste bags are tightly closed or sealed when they are about three quarters full.
6. Transportation of wastes within the hospital shall utilize wheeled trolleys, containers or carts that are dedicated solely for the purpose.
7. The on-site collection vehicles shall be cleaned and disinfected daily with an appropriate disinfectant as approved by the Infection Prevention and Control Unit (IPCU).
8. Personnel involved in the collection and transportation of medical wastes shall be equipped with appropriate personal protective equipment including heavy-duty gloves, coveralls, thick-soled boots and leg protectors.

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PROCEDURE:

1. Housekeeping Aide wears personal protective gadgets such as face mask, gloves, yellow color leatherette apron, and scrub gown, if needed.
2. Housekeeping Aide gets plastic container with lid and places in steel flat form with caster and proceeds to operating and delivery rooms, and ICU infectious wastes.
3. Garbage collector proceeds to the designated area where two-wheeled trolleys with lid are stationed, removes garbage floor by floor and transports to ground floor using the designated elevator free of passenger. Makes sure that the cart is well covered when traveling.
4. Garbage collector uses service elevator and/or service ramp when going out.
5. Garbage collector transports the two-wheeled trolleys to the central waste storage area.
6. Housekeeping Aide removes the content and weighs all the garbage collected, records in the logbook/form and endorses it to the Supervisor on-Duty every week.
7. Garbage collector leaves the two-wheeled trolleys at the ground floor and goes back to the area until all garbage in every floor is collected.
8. Garbage collector washes and cleans the two-wheeled trolleys with soap and water. Disinfects, rinses then dries and transports back to each floor using the designated elevator free of passenger.
9. Housekeeping Aide gets mop and cleans the dirt or mess caused by the trolley during traveling.
10. Housekeeping Aide in the station removes all puncture-proof containers for sharps and syringes with ¾ content and replaces with a new one.
11. Garbage collector transports all puncture-proof containers using two-wheeled trolleys to temporary garbage container for haulers to remove. Always uses the service elevator when going out and it should be free from passenger.

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12. Garbage collector inspects the two-wheeled trolleys for any damage and reports in writing to Housekeeping Supervisor/Leadman on duty for Job Order to outsourced company.
13. Housekeeping Aide reports immediately to the supervisor on duty any needle stick injury or sharps injury for immediate and proper treatment.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**CATHERINE C. NICAVERA** Head, General Services Department		07-11-2022
Reviewed:	**DENNIS C. ESCALONA, MN, FPSQua** Quality Assurance Supervisor		07-11-2022
Recommending Approval:	**ENGR. NOEL P. GARBO, FPCHA** Engineering and General Services Division Officer		
	FREDERIC IVAN L. TING, MD OIC - Total Quality Division		
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		

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KEY TASKS	PERSON RESPONSIBLE
1. Wears Personal Protective Equipment (PPE).	Housekeeping Aide
2. Gets plastic container with lid and places in steel flat form with caster and proceeds to operating and delivery rooms, and ICU infectious wastes.	
3. Proceeds to the designated area where two-wheeled trolleys with lid are stationed, removes garbage floor by floor and transports to ground floor using the designated elevator free of passenger.	Garbage Collector
4. Transports the two-wheeled trolleys to the central waste storage area.	
5. Removes the content and weighs all the garbage collected, records in the logbook/form and endorses it to the Supervisor on-Duty every week.	Housekeeping Aide
6. Leaves the two-wheeled trolleys at the ground floor and goes back to the area until all garbage in every floor is collected.	Garbage Collector
7. Washes and cleans the two-wheeled trolleys with soap and water. Disinfects, rinses then dries and transports back to each floor using the designated elevator free of passenger.	
8. Removes all puncture-proof containers for sharps and syringes with ¾ content and replaces with a new one.	Housekeeping Aide
9. Transports all puncture-proof containers using	

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two-wheeled trolleys to temporary garbage container for haulers to remove.	Garbage Collector
10. Inspects the two-wheeled trolleys for any damage and reports in writing to Housekeeping Supervisor/Leadman on duty for Job Order to outsourced company.	
11. Reports immediately to the supervisor on duty any needle stick injury or sharps injury for immediate and proper treatment.	Housekeeping Aide

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DR. PABLO O. TORRE MEMORIAL HOSPITAL B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH-F-80-P01-FC01
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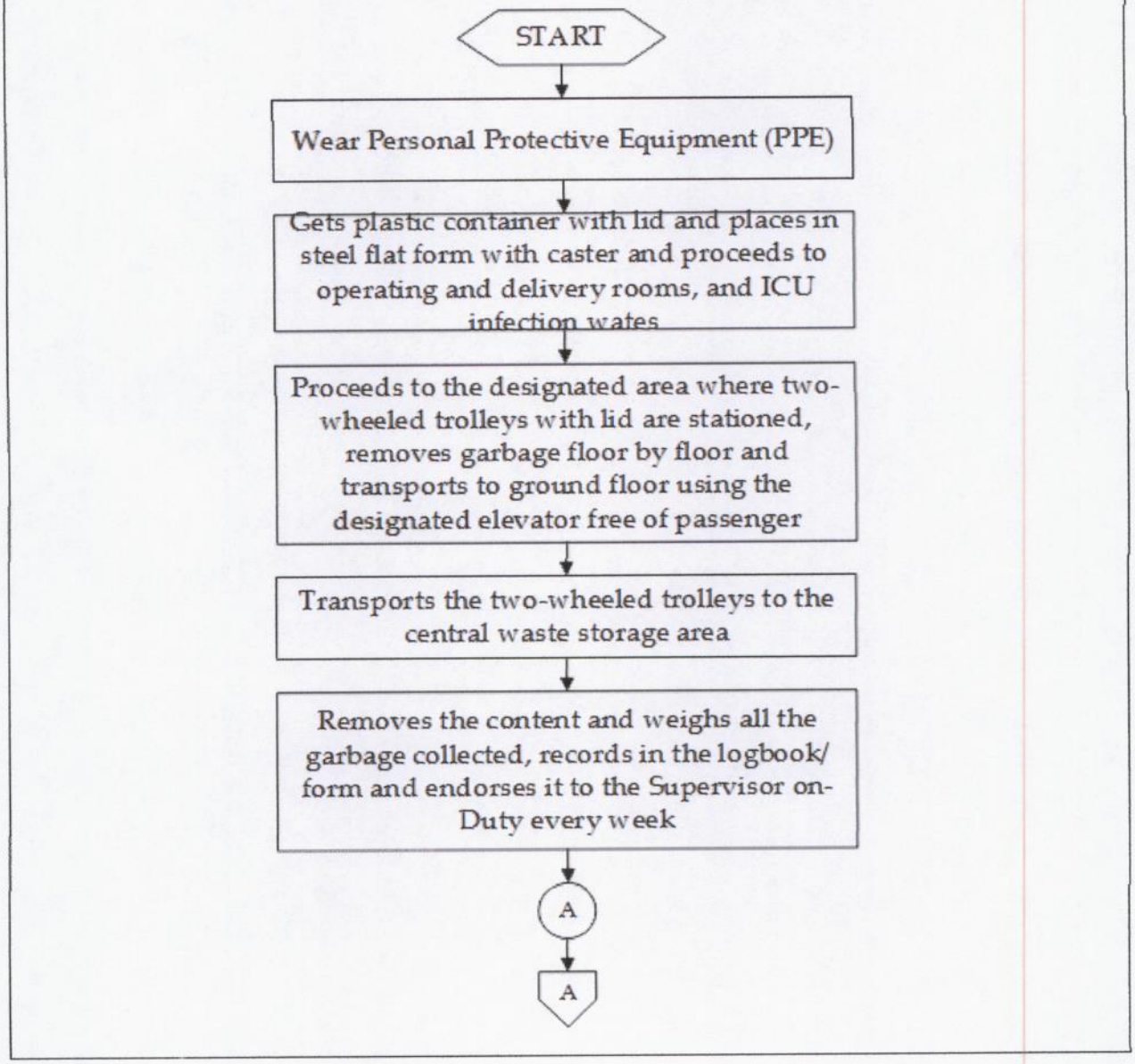
	Department/Section:	General Service Department
	Document Title:	**MEDICAL WASTE COLLECTION AND TRANSPORTATION**

FLOWCHART



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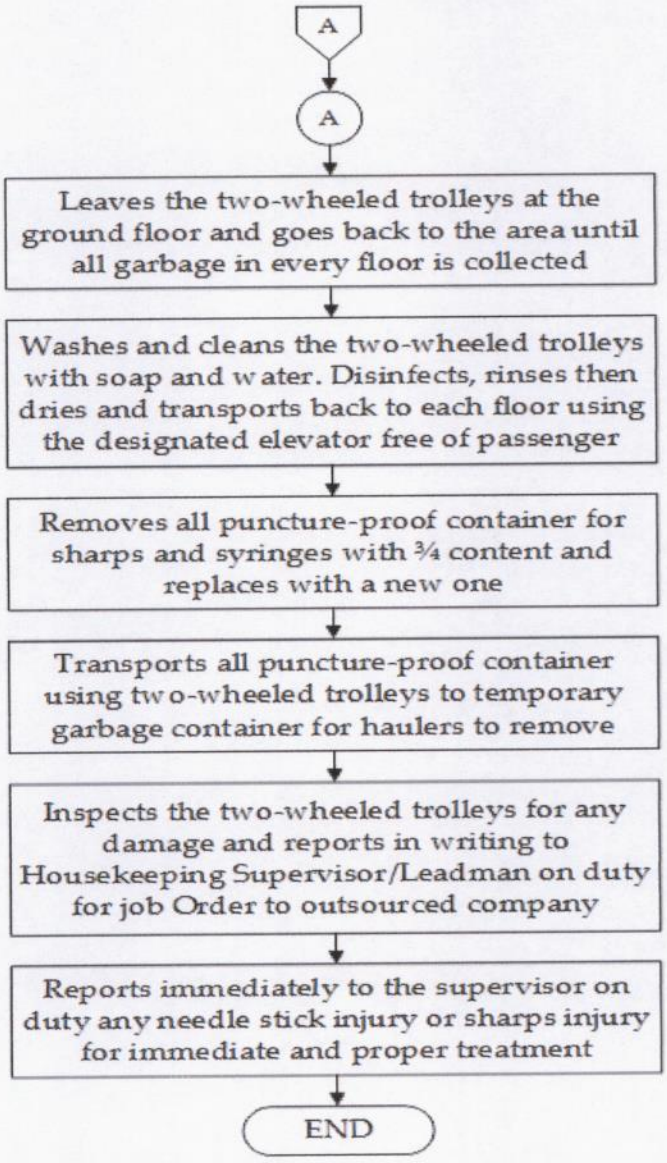
FLOWCHART



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