

SEGREGATE WASTE CORRECTLY

NOTES TO THE FACILITATOR

Before you start to teach, give your staff an opportunity to tell you what they see on the poster. By using this approach you will encourage your staff to participate. Encourage your staff to ask questions when they do not understand something.

START your session by asking your staff:

- Which groups of staff do you see in the poster?
- What else do you see in the poster?



MAIN TEACHING POINTS

USE the poster to help you teach the following information to your staff:

The waste team

- Everyone who works in a health facility is a member of the waste team. This includes all medical and non medical staff.
- We all have responsibility to dispose of waste correctly.
- We must encourage each other to segregate waste correctly.
- The Health Care Waste Officer is our waste champion.
- In our hospital/clinic the Health Care Waste Officer is _____
- In our hospital/clinic the Assistant Health Care Waste Officer is _____

Types of waste

- There are two main types of waste in a health facility. These are general waste and medical or biohazardous waste.
- Medical waste is dangerous.
- Medical waste is divided into three types of waste. These are called sharps, infectious waste and anatomical waste.
- Sharps are needles and syringes, razors blades, scapel blades and glass vials.
- Infectious waste is all the things that are infected by body fluids from patients. This includes soiled dressings, linen savers, soiled nappies and latex gloves.
- Anatomical waste includes all body parts such as placentas or amputated limbs.
- The three circles drawn together is the international sign for medical or biohazardous waste.

General waste

- General waste goes into black liners or bins with black liners.
- General waste goes to the landfill site.
- Cardboard boxes go for recycling.
- It is very expensive for general waste to go for incineration.

Medical waste

- The service provider takes medical waste for treatment at an incinerator.
- It is very dangerous to re-sort waste. Medical waste must be put in the correct container or red liner the first time.
- If medical waste goes to the landfill site it is dangerous for people who scavenge at the landfill site because they can get needlestick injuries or can be exposed to germs and infections.

Sharps

- Sharps are disposed of in a sharps container.
- When a sharps container is 3/4's full it is closed and put into a red box or red wheelie bin.
- Glass vials are disposed of in a specican that is marked for recycling. Glass vials go for recycling.

Infectious waste

- Infectious waste is disposed of in red liners or red boxes with red liners.
- Infectious waste from the nursing trolley is put in bigger red liners or into red boxes with red liners.
- Sealed red liners are put into a red wheelie bin.

Anatomical waste

- Placentas are disposed of in specicans.
- Large limbs are put into two red liners. This is called "double bagging". It is then put into a container like the red box.
- All anatomical waste must be stored in a fridge, freezer or at the mortuary.

EXERCISE: Learn how to segregate waste correctly

This exercise will help to reinforce your staff's learning. Ask your staff to work in small groups. Give them the sheet '*Learn how to segregate waste correctly*' to fill in. Make sure that people who need assistance with translation are working in a group where someone is able to help them.

Ask your staff to segregate all the waste in the list by putting a tick in the correct 'Type of waste' column. Go through the answers together.

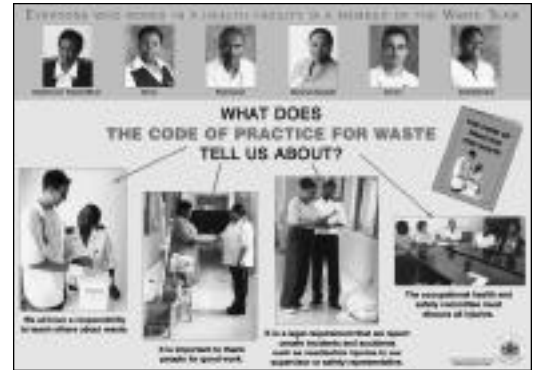
WHAT DOES THE CODE OF PRACTICE FOR WASTE TELL US ABOUT?

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MAIN TEACHING POINTS

USE the poster to help you teach the following information to your staff:

What is the Code of Practice for Waste?

- The Code of Practice booklet for waste tells us about new policies and procedures for waste at the hospital or clinic.
- The Code of Practice booklet tells you about:
 - The Waste Team
 - The role of the Health Care Waste Officer
 - Teaching others about waste
 - How to supervise staff
 - How to report unsafe (near miss) incidents and accidents.

The Waste Team

- We are all members of the waste team.
- Each member of the waste team has special responsibilities for waste. The roles and responsibilities for each category of worker are found in the Code of Practice booklet. For example, the Code of Practice booklet tells you about the role of general assistants and the role of nurses and doctors.

The Health Care Waste Officer

- The Code of Practice booklet describes the role of the Health Care Waste Officer and the Assistant Health Care Waste Officer in our hospital. It tells us that if we have a serious problem with waste in our ward or department that we can not sort out then we can ask the Health Care Waste Officer or the Assistant Health Care Waste Officer to help.
- In our hospital/clinic the Health Care Waste Officer is _____
- In our hospital/clinic the Assistant Health Care Waste Officer is _____

Teaching others about waste

- We all have responsibilities for the safe and correct disposal of waste.
- It is important to take time to show others how to dispose of waste safely.
- Everyone needs to learn about the new waste system. This includes doctors, nurses, general assistants and medical and non-medical support staff.
- New staff and students need to be taught how to dispose of waste correctly.

How to supervise and motivate staff

- Every day we can help one another be better members of the waste team.
- People perform better at their jobs when their work is acknowledged.
- Remember to thank people for their hard work.
- If there is a serious problem with waste or a member of staff is negligent about waste then the Code of Practice booklet tells a supervisor what to do.

How to report unsafe incidents and accidents

- There are two types of problems that we report for waste. These problems are called unsafe incidents and accidents.

An unsafe incident is when something goes wrong with waste that could cause an accident or injury. But at the time of writing the report nobody has been hurt. For example, a red liner is found split open, a sharps container is over filled and medical waste is found in a black liner.

An accident is when a person is injured. For example, a general assistant gets a needle stick injury because a needle is thrown into a red liner.

- The Occupational Health and Safety Act tells us that it is a legal requirement to report unsafe incidents and accidents.
There is a special yellow form to be filled in for unsafe incidents.
There is another special pink form to be filled in for accidents.
It is important to report all problems that happen with waste because problems can be prevented.

- If you see an unsafe incident then tell your health and safety representative and/or your supervisor. There is a form that must be completed.
- It is very important to report all accidents like needle stick injuries to your health and safety representative and/or your supervisor. An accident must be investigated by a health and safety representative and your supervisor. Report needle stick injuries immediately. You can get support and treatment for a needle stick injury from your hospital or clinic.
- The occupational health and safety committee will write a report about all the unsafe incidents and accidents happening with waste. This report must go to the CEO of the hospital or clinic manager.

EXERCISE: The Waste Game

Give the Waste Game to your staff – it will help reinforce their learning. Ask your staff to work in small groups. Make sure that people who need assistance with translation are working in a group where someone is able to help them. The instructions for the game are written on the game sheet. Go through the instructions to the game with your staff.

ARE YOU DRESSED FOR WORK?

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MAIN TEACHING POINTS

USE the poster to help you teach the following information to your staff:

The right to protective clothing

- General assistants have a right to protective clothing. Your employer must provide protective clothing.
- You can contact your supervisor about where you can collect your protective clothing.
- It is very important to always wear thick nitrile gloves when you work with waste. Gloves protect your hands from getting cut. Gloves also protect your hands from infections. Latex or surgical gloves are not the best gloves to use when you are working with waste.
- Wear thick nitrile gloves or yellow gloves when you are cleaning bins or the stands for the liners.
- Wear thick nitrile gloves and a strong pair of shoes when you are collecting waste using a trolley or a wheelie bin.

The wearing of protective clothing

The Occupational Health and Safety Act tells us that we must:

- know how to use clothing provided for our protection
- always use the clothing provided.