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SOP: Waste Management

1. Purpose

- Outlines the safe and effective management of all healthcare waste generated within the facility.
- Ensures proper segregation, handling, storage, collection, and disposal of waste.
- Supports compliance with infection prevention and environmental regulations.

2. Scope

- Applies to all staff involved in:
 - Waste generation
 - Waste handling
 - Waste storage
 - Waste disposal
- Covers the following waste categories:
 - General waste
 - Infectious waste
 - Sharps
 - Pharmaceutical waste
 - Hazardous materials

3. Responsibilities

- Practice Owner / IPC Officer
- Ensures adherence to the SOP.
- Reviews, approves, signs, and dates the document.
- Conduct reviews at least every five years or sooner if needed.

4. Procedure

4.1 Segregation of Waste

- Segregate waste at the point of generation using colour-coded containers:
- Black – General waste
- Red/Yellow – Infectious waste
- Rigid puncture-proof container – Sharps
- Follow all regulatory waste-management guidelines.

4.2 Handling of Waste

- All personnel must wear proper PPE:
- Gloves
- Masks
- Aprons
- Closed shoes.
- Manage waste carefully to prevent:
- Spills
- Injuries
- Contamination
- Sharps must:
- Never be recapped.
- Be placed directly into sharps containers immediately after use.

4.3 Storage of Waste

- Store segregated waste in a:
- Designated area
- Secure and well-ventilated space
- Location inaccessible to unauthorized people
- Ensure the storage area is cleaned regularly.

4.4 Collection of Waste

- Waste must be collected:

- Daily, or as needed.
- By trained personnel
- Use proper trolleys or carts.
- Keep containers closed during transport to avoid leakage or exposure.
- Maintain documented waste-collection schedules.

4.5 Disposal of Waste

- Dispose of waste according to all relevant environmental health regulations.
- Infectious and hazardous waste must be treated through:
 - Incineration
 - Autoclaving
 - Other approved methods
- General waste may be disposed through municipal waste services.

5. Documentation & Record Keeping

- Maintain records of:
 - Waste segregation logs.
 - Collection schedules
 - Disposal certificates
- Ensure records are available for auditing and compliance checks.

6. Review and Approval

- Review SOP at least every five years or sooner if regulations or procedures change.
- Approval must be granted by the facility's designated authority.