

## Waste Management Audit

Staff education/Work Instructions	Yes	No	N/A	Comments
Instruction: An overall review across all team members in the residence is required				
Team members are aware of the Waste Work Instruction				
Team members can register to access the waste management recorded education session				
Area: Main Kitchen and Pantries waste management	Yes	No	N/A	Comments
Instruction: A combined overall review is required for main kitchen and all pantries				
<b>Waste streams</b>				
Waste is handled in accordance with manual handling techniques				
General waste streams are colour coded black and segregated at point of generation				
Paper and cardboard waste streams are colour coded blue and segregated at point of generation				
There is a safe waste stream system from the kitchen/pantry to main external waste storage				
Waste collection task is delegated				
There are established waste collection time, outside of mealtimes and rest times				
<b>Waste bags</b>				
Waste bags are not overfilled – ¾ filled				
Waste bags are held away from the body when being handled				
Waste bags are sealed at the point of generation/collection				
Waste bags are tied prior to transport				
Waste bags are colour coded in accordance with waste streams				
<b>Waste trolleys and bins</b>				
Waste trolleys are dedicated and used exclusively for waste transport				
Waste trolleys are labelled "Waste"				
Waste trolleys are not overfilled				
The waste bins (single standing) are lidded, foot pedalled, leakproof and made of rigid plastic material				
Waste bins and trolleys are clean and have a cleaning schedule				
PPE is worn when handling waste: General: Apron and gloves				
<b>Spill kit</b>				
There are commercial purchased spill kits in the main kitchen (manage oil spills)				

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Laundry waste management	Yes	No	N/A	Comments
Instruction: A single review of the residence laundry waste management is required				
<b>Waste streams</b>				
Waste is handled in accordance with manual handling techniques				
General waste streams are colour coded black and segregated at point of generation				
Clinical waste streams are colour coded yellow and segregated at point of generation				
Cytotoxic waste streams are colour coded purple and segregated at point of generation				
There is a safe waste stream system from the work area to main external waste storage				
Waste collection task is delegated				
<b>Waste bags</b>				
Waste bags are not overfilled – ¾ filled				
Waste bags are sealed at the point of generation				
Waste bags are held away from the body when being handled				
Waste bags are colour coded in accordance with waste streams and contain appropriate symbols				
There is supply of colour coded waste bags				
<b>Waste trolleys and bins</b>				
Waste trolleys are dedicated and used exclusively for waste transport				
Waste trolleys are labelled: "Waste"				
Waste trolleys are not overfilled				
The waste bins (single standing) are lidded, foot pedalled, leakproof and made of rigid plastic material				
The waste bins are colour coded or clearly labelled, with the appropriate symbol				
Waste bins and trolleys are clean and have a cleaning schedule				
<b>Personal protective equipment - PPE</b>				
The following PPE is accessible: <ul style="list-style-type: none"> <li>• eye shields</li> <li>• vinyl/blue nitrile/purple nitrile gloves</li> <li>• gowns</li> <li>• aprons</li> <li>• N95/surgical masks</li> </ul>				
PPE is worn when handling the following type of waste: General: Apron and gloves				
PPE is worn when handling the following type of waste: Clinical: Apron/Gown and nitrile gloves				

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PPE is worn when handling the following types of waste: Cytotoxic: Apron/Gown and purple nitrile gloves				
<b>Spill kits</b>				
There are general and cytotoxic spill kits in the laundry				
There is a team member responsible for maintaining the spill kits				
<b>Common Area waste management: receptions, foyer, activities rooms, chapel, lounge, staff room, public bathrooms, education rooms, offices etc.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Instruction: A combined overall review is required of all of these areas in the following section				
<b>Waste Streams</b>				
Waste is handled in accordance with manual handling techniques				
General waste streams are colour coded black and segregated at point of generation				
Paper and cardboard waste streams are colour coded blue and segregated at point of generation				
There is a safe waste stream system from the work area to main external waste storage				
Waste collection is delegated to cleaners				
There are established waste collection times, outside of mealtimes and rest times				
<b>Waste bags</b>				
Waste bags are not overfilled – ¾ filled				
Waste bags are sealed at the point of generation				
Waste bags are colour coded in accordance with waste streams and contain appropriate symbols				
There is supply of colour coded waste bags				
Waste bags are held away from the body when being handled				
<b>Waste trolleys</b>				
Waste trolleys are dedicated and used exclusively for waste transport only				
Waste trolleys are labelled "Waste"				
Waste trolleys are not overfilled				
The waste bins (single standing) are lidded, foot pedalled, leakproof and made of rigid plastic material				
The waste bins are colour coded or clearly labelled with the appropriate symbol				
Waste bins and trolleys are clean and have a cleaning schedule				
<b>Personal Protective Equipment - PPE</b>				

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PPE is worn when handling waste: General: Apron and gloves				
<b>Client's rooms, clinical; rooms, sanitization rooms, environmental rooms</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Instruction: A combined overall review is required of all of these areas in the following section				
<b>Waste streams</b>				
Waste is handled in accordance with manual handling techniques				
General waste streams are colour coded black and segregated at point of generation				
Clinical waste streams are colour coded yellow and segregated at point of generation				
Cytotoxic waste streams are colour coded purple and segregated at point of generation				
Paper and cardboard waste streams are colour coded blue and segregated at the point of generation				
There is a safe waste stream system from the work area to main waste storage?				
Waste collection is delegated to appropriate staff, i.e., cleaners attend all general waste, care staff attend to clinical and cytotoxic waste				
There are established waste collection times, outside of mealtimes and rest times				
Additional considerations have been made for outbreak waste management				
<b>Waste Bags/liners</b>				
Waste bags are not overfilled – ¾ filled				
Waste bags are held away from the body when being handled				
Waste bags are sealed at the point of generation				
Waste bags are colour coded in accordance with waste streams and contain appropriate symbols				
There is supply of colour coded waste bags				
<b>Waste Trolleys, Waste Bins, Mobile Wheelie Bins</b>				
Waste trolleys are dedicated and used exclusively for waste transport				
Waste trolleys are labelled "Waste"				
Waste trolleys are not overfilled				
The waste bins for communal use (single standing) are lidded, foot pedalled, leakproof and made of rigid plastic material				
The waste bins are colour coded or clearly labelled with the appropriate symbol				
Clients' suite paper bins are lined with white plastic bag and are open (no lid)				

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The clinical and cytotoxic waste bins have lockable lids or are in locked storage areas.				
Waste bins and trolleys are clean and have a cleaning schedule				
<b>Personal Protective Equipment (PPE)</b>				
The following PPE is accessible: <ul style="list-style-type: none"> <li>• eye shields</li> <li>• gloves</li> <li>• gowns</li> <li>• aprons</li> <li>• P2 and surgical masks</li> </ul>				
PPE is worn when handling the following type of waste: General: Apron and gloves				
PPE is worn when handling the following type of waste: Clinical: Apron/Gown and gloves				
PPE is worn when handling the following types of waste: Cytotoxic: Apron/Gown and nitrile gloves				
PPE is worn when handling the following type of waste: Sharps: Gloves				
<b>Storage/Holding Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Instruction: A single review of the waste storage area is required				
Waste external storage and holding areas area not accessible to the public				
Waste storage areas have: <ul style="list-style-type: none"> <li>• suitable drainage provided (e.g., sewer, septic tank) and smooth impervious floor</li> <li>• permanent ventilation</li> <li>• adequate lighting</li> <li>• a cleaning schedule including cleaning of all bins and skips</li> </ul>				
Spill kits are in the area and stocked				
Waste storage areas are either: <ul style="list-style-type: none"> <li>• enclosed structure with lockable door, or</li> <li>• allocated outdoor space where clinical and cytotoxic bins are lockable</li> </ul>				
The clinical and cytotoxic bins are locked at all times, when not in use				
Access to the area and keys is available to team members and external waste collectors				
Waste is not left on the ground or overflowing/overfilled in bins				
<b>Spill Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Instruction: A combined review of all spill kits and locations across the residence is required				
There is a team member responsible for maintaining the spill kits				

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There are general spill kits located in all the sanitization rooms				
There are general spill kits located in the laundry and waste storage area				
There are cytotoxic Spill kits located in the sanitization rooms				
There is signage identifying where spill kits are located				
<b>Sharp's Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Instruction: A complete review of sharps management is required across the residence				
<b>Sharp</b>				
Retractable needles are used in all possible situations, including insulin pens				
Sharps (including razors and insulin pens) are transported in a puncture proof kidney dish or container				
Sharps are never re-sheathed				
Sharps are disposed at the point of use – as possible				
<b>Sharp container</b>				
Sharp's containers are not over ¾ filled				
Sharp's containers comply with Australian Standards - Australian registered puncture proof containers				
Sharp's containers are kept out of public reach, i.e., stored in clinical rooms, fixed to walls in lockable room, locked medication trolley				
Sharp's containers are sealed before disposal				
<b>Sharp injury</b>				
Team members are aware of the Procedure for Needlestick and other blood or bodily fluid incidents				
Management of Needlestick/Sharps Injuries is in accordance with Procedure Needlestick and other blood or bodily fluid incidents				
<b>Waste Contractors</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Instruction: Complete for residence external waste removal				
There is a contract in place with external contractor				
Licensed contractors have been arranged to collect, transport and dispose of all waste types from residence				
Licensed contractor companies have routine collection times to meet residence needs				
Licensed contractor companies have established a surge need for additional skips and collection in outbreak				