

**Annex 2. Healthcare Waste Management Minimal Program Checklist and Action Plan, INSERT COUNTRY NAME HERE (Sites Assessed, n= ?)**

<b>Elements/Actions</b>	<b>In Place?</b>	<b>Next Steps to be done</b>		
		<b>What</b>	<b>By Whom</b>	<b>By When</b>
<b>Written plans and procedures</b>				
1. <i>A written waste management plan</i> Describing all the practices for handling, storing, treating, and disposing of hazardous and non-hazardous waste, as well as types of worker training required.				
2. <i>Internal rules for generation, handling, storage, treatment, and disposal of healthcare waste.</i>				
3. <i>Clearly assigned staff responsibilities that cover all steps in the waste management process.</i>				
4. <i>Staff waste handling training curricula or a list of topics covered.</i>				
5. <i>Waste minimization, reuse, and recycling procedures.</i>				
<b>Staff Training, Practices, and Protection</b>				
6. <i>Staff trained in safe handling, storage, treatment, and disposal.</i> Do staff exhibit good hygiene, safe sharps handling, proper use of protective clothing, proper packaging and labeling of waste, and safe storage of waste? Do staff know the correct responses for spills, injury, and exposure?				
7. <i>Protective clothing available for workers who move and treat collected infectious waste such as surgical masks and gloves, aprons, and boots.</i>				

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8. <i>Good hygiene practices.</i> Are soap and, ideally, warm water readily available workers to use and can workers be observed regularly washing.				
9. <i>Workers vaccinated</i> for against viral hepatitis B, tetanus infections, and other endemic infections for which vaccines are available.				
<b>Handling and Storage Practices</b>				
10. <i>Temporary storage containers and designated storage locations.</i>  11. Are there labeled, covered, leak-proof, puncture-resistant temporary storage containers for hazardous healthcare wastes?				
12. <i>Minimization, reuse, and recycling procedures.</i>  <ul style="list-style-type: none"> <li>• Does the facility have good inventory practices for chemicals and pharmaceuticals, i.e.: <ul style="list-style-type: none"> <li>○ use the oldest batch first;</li> <li>○ open new containers only after the last one is empty;</li> </ul> </li> <li>procedures to prevent products from being thrown out during routine cleaning; and</li> </ul>				
13. <i>A waste segregation system.</i>  <ul style="list-style-type: none"> <li>• Is general waste separated from infectious/hazardous waste?</li> <li>• Is sharp waste (needles, broken glass, etc.) collected in separate puncture-proof containers?</li> <li>• Are other levels of segregation being applied e.g. hazardous liquids, chemicals and pharmaceuticals, PVC</li> </ul>				

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plastic, and materials containing heavy metals ((these are valuable, but less essential)?				
<p><i>14. Temporary storage containers and designated storage locations.</i></p> <ul style="list-style-type: none"> <li>• Are there labeled, covered, leak-proof, puncture-resistant temporary storage containers for hazardous healthcare wastes?</li> <li>• Is the location distant from patients or food?</li> </ul>				
<b>Treatment Practices</b>				
<p><i>15. Frequent removal and treatment of waste</i></p> <ul style="list-style-type: none"> <li>• Are wastes collected daily?</li> <li>• Are wastes treated with a frequency appropriate to the climate and season?                             <ul style="list-style-type: none"> <li>○ Warm season in warm climates within <b>24 hrs</b></li> <li>○ In the cool season in warm climates within <b>48 hrs</b></li> <li>○ In the warm season in temperate climates within <b>48 hrs</b></li> </ul> </li> </ul>				
<p><i>16. Treatment mechanisms for hazardous and highly hazardous waste. <u>(The most important function of treatment is disinfection).</u></i></p> <ul style="list-style-type: none"> <li>• Are wastes being burned in the open air, in a drum or brick incinerator, or a single-chamber incinerator?</li> <li>• If not are they being buried safely (in a pit with an impermeable plastic or clay lining)?</li> <li>• Is the final disposal site (usually a pit) surrounded by fencing or other materials and in view of the facility</li> </ul>				

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to prevent accidental injury or scavenging of syringes and other medical supplies?				
17.If the waste is transported off-site, are precautions taken to ensure that it is transported and disposed of safely?				