

**Australian and New Zealand Clinical Waste Management Industry Group
(ANZCWMIG)**
a Division of the
Waste Management Association of Australia (WMAA)

**CODE OF PRACTICE
FOR THE MANAGEMENT OF CLINICAL AND RELATED WASTES**

Audit Protocols

February 2006

Based on the 4th Edition of the Code of Practice

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Introduction

The following provides guidance for all waste generators, transporters, treatment/disposal facilities and other organisations that determine to be audited to measure if they are complying with the relevant sections of the 4th Edition of the Australian and New Zealand Clinical Waste Management Industry Group “Code of Practice for the Management of Clinical and Related Wastes, 2004”.

An audit is “a planned, independent, documented assessment to determine whether agreed upon requirements are being met”. In essence, it is about conducting an audit to determine if a member is in compliance with the Code of Practice. However, the data obtained should be viewed with the intention of using it to ensure continual improvement in the relevant facets of managing clinical and related waste.

Compliance with the Code of Practice does not ensure that all legislative and other relevant standards, guidelines or codes of practice are also being complied with. While the consultation process for the review of the Code of Practice is extensive, other changes may occur that may not have as yet been incorporated into the current Code of Practice. It is the responsibility of those seeking to be audited to ensure they are aware of all relevant responsibilities and management obligations.

In conducting the audit, it must be recognised that a facility may be required to provide documentation to verify the level of compliance.

Reference should be made to the 4th Edition of the Code of Practice for definitions.

Audit Process Instructions

You should ensure that all appropriate personnel have copies of the 4th Edition ANZCWMIG Code of Practice for the Management of Clinical and Related Wastes and understand their responsibilities.

Review the Code of Practice to ascertain which sections are relevant to your facility and the activities conducted.

For each section complete the table as follows:

- **Yes** – fully complies
- **In Progress** – working towards full compliance – **action plan to be completed**
- **No** – yet to comply and no progress in achieving compliance – **action plan to be completed**
- **Not Relevant** – to the facility undertaking the audit

Note: If you have more than one treatment process or storage area as an example, you need to complete relevant sections for each.

Yes	In Progress	No	Not Relevant	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Proforma action plans are included at the back of these protocols. These should be completed for every section identified in the audit as a “NO” or “IN PROGRESS”.

Facility Details

Name of Facility: _____

Contact Name: _____

Telephone (work): _____

Telephone (mobile): _____

Email: _____

Type of Facility (tick appropriate):

- Hospital
- Healthcare facility
- Other generator
- Transporter
- Storage facility
- Treatment facility
- Landfill

Date of this audit: _____

Date of last audit: _____

Name and signature of
person conducting the
audit: _____

I have read this audit report and discussed the results with the
person who conducted the audit on my behalf.

Name of
Manager/CEO: _____

Signature of
Manager/CEO: _____

Section 3 – Community Relations

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have identified what individuals and organisations are to be considered as “the community”.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have procedures to advise staff as to what information will be released to the community and under what circumstances.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Have a designated person to assume responsibility for:</p> <ul style="list-style-type: none"> <li data-bbox="496 667 868 703">▪ Community liaison; and <li data-bbox="496 741 740 777">▪ Media liaison. <p>Have procedures in place to ensure privacy provisions are protected.</p> <p>Have liaison with the community.</p> <p>Maintains records of all community liaison activities.</p> <p>Have trained all relevant staff in company procedures for liaising with the community, the media, government agencies or other stakeholders.</p> <p>Have established protocols for media liaison.</p>

Section 4 – Home Healthcare Waste

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a written waste management plan for managing home healthcare waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have a set of written procedures for advising staff as to correct management approaches for home healthcare waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have trained staff in correct procedures for managing home healthcare waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have ensured all vehicles transporting home healthcare waste back to “base” storage facilities have containers that prevent spillage and that there is provision to secure the container in the vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have equipment to ensure all home healthcare waste are contained safely at point of generation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All containers used for the collection and transport of home healthcare waste meet relevant Australian Standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All vehicles transporting home healthcare waste have a spill kit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The “base” facility has made provision for staff to correctly record the source and type of home healthcare waste generated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patients “self treating” have been provided with advice on how to manage wastes.

Section 5 – Waste Minimisation

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A waste audit has been conducted that determines management practices for all waste types generated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste audits scheduled for no more than two-year periods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A waste management plan has been developed and implemented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An action plan to improve waste management practices based on the waste management hierarchy developed and implemented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All reuse and recycling opportunities identified and actions implemented to initiate implementation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility conducts random waste audits to ensure compliance of waste management systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A system exists to provide all staff information on waste audits conducted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consideration been given to implementing policies such as purchasing policies to assist in minimising waste generation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussions held with suppliers in relation to reducing environmental impacts from materials purchasing.

Section 6 – Management Responsibilities

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All staff are trained in safe handling practices in accordance with all sections of this Code of Practice.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Employ practices that reduce human contact with waste containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Employ non-manual handling techniques for all waste types once the waste has been contained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Have a Waste Management Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All staff are aware of all legal liability and ethical accountability issues relating to the production, handling and disposal of clinical and related waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Systems are in place to ensure all wastes are correctly segregated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All clinical and related waste is properly contained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A recognised Due Diligence procedure has been implemented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Regular audits are conducted of contractor's equipment and premises to ensure that wastes are managed in accordance with all legal and contractual requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Ensuring that correct types and adequate numbers of bins are located in all relevant areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Ensuring that all contracted waste transporters and storage/treatment/disposal facilities have current licences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All relevant Occupational Health and Safety policies and procedures are pertinent and effectual.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All staff are educated and trained in all relevant skills necessary to effectively manage wastes generated under their responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Implemented to liaise with all contractors to advise of any variations in waste types/quantities generated.

Section 6 – Management Responsibilities (continued)

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All waste transporters utilised, are licenced to transport the specific waste types.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All waste is only accepted at treatment/disposal facilities licenced for that waste type.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Have systems in place to:</p> <ul style="list-style-type: none"> ▪ Notify existing and potential clients of the intended treatment/ disposal pathway for their waste and any limitations on the pathway.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Where applicable, utilise dedicated and suitably equipped vehicles with relevant government approvals to licenced treatment/disposal premises.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Report to generators any non-compliance or safety issues relevant to the management of waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Have a Contingency Plan in case the waste cannot be collected as scheduled.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where applicable, screen waste entering premises to ensure that radioactive wastes are detected.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Have procedures in place for the management of materials deemed not acceptable at the facility when detected.</p>

Section 7 – Waste Containment

Yes	In Progress	No	Code Section
			<p>All containers shall have the following:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All waste/recycling containers for different materials are appropriately coloured and have the appropriate symbol and wording printed on the container.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cytotoxic wastes are placed into designated sharps or other cytotoxic containers.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All containers meet the requirements as specified by Australian/New Zealand Standards, Australian/New Zealand Dangerous Goods Code and/or other authorities as applicable.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All outer containers used for clinical and related waste shall be of a rigid design with a lid that is able to be secured and prevent spillage of the contents during transport.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All containers have a means to enable it to be easily handled or moved.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedures and equipment provided to manage all spills.</p>
			<p>For those who provide generators with containers, all sharps containers shall have the following:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Symbols and words are to be easily legible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The words “DO NOT OVERFILL BEYOND THIS LINE” or words to that effect.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Words or a symbol to warn against placing hands in the bin or touching waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Words indicating that once a container is full it shall be secured.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Manufacturer’s name or trademark.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The bio-hazard symbol or where appropriate, the cytotoxic symbol.

Section 8 – Storage Requirements

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All storage sites have all appropriate licences and approvals necessary for storing clinical and related wastes generated off-site, and a register of these licences and approvals is kept for ease of inspection.</p>
			<p>The storage site is constructed and managed in such a manner to ensure:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Storage areas containing clinical and related waste has restricted access;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ There is dedicated clinical and related waste storage so that there is no mixing of wastes with any other stored materials;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Access to storage areas is limited to authorised persons;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Stored wastes are labelled so that it is readily apparent what type of material is stored within;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ There are adequate containment measures to prevent off-site migration of spills;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Necessary cleanup equipment (spill kit) is provided for all waste types managed;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ No liquid wastes, wash down waters or stormwater waste contaminated with clinical and related waste are disposed of via the stormwater drainage system;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The storage area has an impervious surface and contain any spillage (containment can be achieved by a sump, inward sloping floor or tray);
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The storage area is designed to ensure that there are mechanisms to prevent and/or control the formation of odours;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All loading and unloading takes place within the containment area; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Where vehicular access to a bunded area is required, the bund is constructed to prevent damage by vehicles.

Section 8 – Storage Requirements (continued)

Yes	In Progress	No	Code Section
			<p>Where the premises are licenced, these are the conditions that need to be applied to any on-site storage area:</p> <ul style="list-style-type: none"> <li data-bbox="499 488 916 521">▪ Have an impervious surface; <li data-bbox="499 562 1102 595">▪ Is bunded sufficiently to contain any spills; <li data-bbox="499 636 1171 669">▪ Bunds are constructed to allow vehicular access; <li data-bbox="499 710 1240 779">▪ Loading/unloading shall take place within the bunded area; <li data-bbox="499 819 1257 853">▪ Have no gaps in the walls and floor of the storage area; <li data-bbox="499 893 903 927">▪ Have no gaps in any bunds; <li data-bbox="499 967 1182 1001">▪ Have signage related to the types of waste stored; <li data-bbox="499 1041 1118 1111">▪ No liquids exit the store and bunded areas to stormwater; and <li data-bbox="499 1151 1099 1184">▪ Bunded area drains to the sewer or a sump. <p data-bbox="499 1225 1243 1357">All staff required to conduct activities within the clinical and related waste storage area have attended and passed a course on management of these wastes and in the correct use of Personal Protection Equipment.</p> <p data-bbox="499 1397 1177 1496">All relevant Personal Protection Equipment for staff working in clinical and related waste storage areas is available and in good condition.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 9 - Transportation

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The transporter has obtained <u>all</u> necessary government approvals for the transport of clinical and related waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All drivers:</p> <ul style="list-style-type: none"> ▪ Have all appropriate licences; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Attended and passed appropriate training courses for the waste types they may transport.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transport personnel are trained in correct use of PPE and it is available for use in the vehicle.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All containers transporting clinical and related wastes shall be:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Rigid and leak proof;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Walls and floor are smooth and impervious, and have sealed seams; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Designed to contain spillages.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All vehicle (or containers) used for the transport of clinical and related wastes shall have the following features:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Communication equipment;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Sealed body with lockable doors (where time and temperature factors are of an extreme nature, refrigeration may be necessary);
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Lifting equipment (for either mobile bins or any other container used to collect waste) to adequately lift mobile bins from the ground to load area, or ancillary equipment available for lifting is provided and used;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A lockable load compartment;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ The load compartment physically separated from the driver's cabin by a solid partition;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Equipment and materials to manage a spill;

Section 9 – Transportation (continued)

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Appropriate hazard placarding; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Detailed instructions prominently displayed in the cabin, for use in case of spills, accidents, fire or other emergencies (including a list of contact personnel and phone numbers).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An effective cleaning/disinfection program is in place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate vehicle and public liability insurance is current.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All vehicles are roadworthy.

Section 10 – Treatment and Disposal Facilities

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Environmental Impact Statement (EIS) has been prepared for any new facility or major expansion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The EIS has been issued for community consultation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Performance Criteria has been developed and annually reviewed. These are recorded and documented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A State of Environment Report provided annually to stakeholders.
			Treatment options shall:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Render the waste unrecognisable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Be verifiable for the treated wastes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Have automatic controls and built-in failsafe mechanisms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Have continuous automatic monitoring and recording.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Ensure that the waste cannot bypass the treatment process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Meet relevant occupational health and safety standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Have failsafe alternative treatment and disposal in case of emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System to provide in writing to customers of any segregation requirements for wastes that can be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At treatment/disposal facilities loading of waste into treatment/disposal devices shall be performed mechanically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The treatment plant is under the control and supervision of a suitably qualified and/or experienced person.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are given thorough competency based training and instruction in the operational procedures of the treatment plant.

Section 10 – Treatment and Disposal Facilities (continued)

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating instructions and conditions are prominently displayed in the control room.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contingency and emergency procedures are prominently displayed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spill kit(s) provided to manage spills of all waste types accepted at the facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Processes and equipment on site to ensure disinfection of bins as required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bin disinfection processes meet relevant occupational health and safety requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records kept of all waste accepted at the premises and/or transferred to other premises.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records kept of process monitoring.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular tests conducted to ensure microbial inactivation is achieved.

Section 11 – Disposal of Treatment Residues

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All residues are disposed of in an appropriately licenced disposal facility, or at a facility approved by the relevant authority.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Process by-product residue removal is mechanised.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Process by-product residue removal is stored in enclosed containers that are then appropriately secured.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Systems installed for stormwater management to prevent contact with spillages, washdown effluents or other materials in operational areas.

Section 12 – Occupational Health and Safety

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A contingency plan has been established which covers any incident for which the facility is most at risk.
			The Contingency Plan covers the following specific areas:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Control of hazards;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Induction and ongoing training programs;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ The use of approved collection and disposal bins;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ Approved technologies and methods to be used during the handling, treatment and disposal of waste; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	▪ An audit system to ensure compliance with procedures and to assist in review and revision of risk management systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A command hierarchy, process of communication and delegation of responsibilities for emergency responses has been established.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evacuation signals and rendezvous points have been developed, communicated to all staff and marked on an appropriate physical map/plan for each work area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An emergency response team has been established and the team provided with appropriate training and resources for the identified hazards and potential hazards of the facility
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff that may handle, transport, treat or dispose of Clinical and Related wastes have received appropriate training in identifying the type and degree of possible exposure, correct handling techniques, processes/procedures implemented to minimise handling of the waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff are trained in the correct use of and provided with appropriate Personal Protection Equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records are maintained of maintenance of Personal Protection Equipment.

Section 12 – Occupational Health and Safety (continued)

Yes	In Progress	No	Code Section
			<p>A medical program has been developed and implemented to ensure that all staff that may handle, transport, treat or dispose of clinical and related waste have:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Relevant immunisations;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Been given a pre-placement medical examination; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ A needlestick injury policy is in place encompassing initial first aid treatment, medical follow up and confidential counselling.
			<p>An induction training program is developed and all new employees attend within the first week of employment. This program shall cover at least the following:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Occupational health and safety practices;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Legislation relating to waste operations;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Basic relevant job duties which include operating functions, instrumentation, minor maintenance, problem solving, emergency procedures and use of personal protective equipment; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Testing and application of training received, including follow up training.
			<p>A system has been developed and implemented to ensure that:</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ There is prompt recording and reporting of all incidents;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Investigation of cause/reasons for accident;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Implementation of corrective actions; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Revision of standard operating procedures.

Section 13 – Education and Training

Yes	In Progress	No	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Have conducted an education/training needs analysis for all staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Have developed an education/training program schedule for all staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Drivers have attended all relevant courses mandated by regulatory agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All training programs are competency based.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Training programs regularly reviewed (ie. annually), to ensure topics and content are relevant to the activities conducted by the facility.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Training methods are reviewed annually to ensure they reflect current best-practice.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ All trainers are qualified and competent in the topics they deliver.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Systems to assess staff as their competency for all tasks required of them implemented.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Procedures implemented to document all aspects of training (eg. participants, topics and assessment tasks).

Action Plan

Section Number and Specific Point	Action(s) to be Implemented to ensure Compliance	Person Responsible	Completion Date	Review of Implementation to be Conducted by

Action Plan (continued)

Section Number and Specific Point	Action(s) to be Implemented to ensure Compliance	Person Responsible	Completion Date	Review of Implementation to be Conducted by

Action Plan (continued)

Section Number and Specific Point	Action(s) to be Implemented to ensure Compliance	Person Responsible	Completion Date	Review of Implementation to be Conducted by