1.0 Purpose & Goals Description
Hamilton Health Sciences is responsible for the proper disposal of all waste streams generated as a result of corporate activity. This policy establishes the guidelines and standardizes the process for the collection and disposal of general waste and focuses on the segregation responsibility of the generator.

2.0 Equipment/Supplies
Clear waste collection bags
Waste containers - individual and central waste collection containers.
Personal Protective Equipment - gloves

3.0 Policy
Hamilton Health Sciences (HHS) is responsible for proper waste stream segregation as regulated by federal and provincial waste guidelines and legislation. HHS is to dispose of waste responsibly using best practices for infection control and minimizing waste that can be disposed through recycling programs. All waste generators at HHS are required to abide by the principles of this protocol.

4.0 Procedure
4.1 Responsibilities
4.1.1 Waste Generators
- Segregate waste at source and place general waste in waste container lined with clear bag. Empty their own desk side waste containers into a central waste collection container.
- Ensure weight of container is not more than 25 lbs (if it cannot be lifted, it is too heavy).

4.1.2 Customer Support Services (CSS) Leader Responsibilities
- CSS Environmental Aide Leaders are to ensure staff are aware of their responsibilities in clinical areas for the appropriate segregation and disposal of waste and recyclable materials.
- CSS Environmental Aide Leaders are to review compliance to the General Waste Disposal Protocol in the regularly scheduled waste audits of clinical areas.

4.1.3 Unit Staff
- Segregate waste at source and place general waste in waste container lined with clear bag.
- Collect waste bags, tie off securely and place in waste holding areas, ready for pickup.

Applies to: All employees located in Hamilton Health Sciences facilities.
• Ensure weight of container is not more than 25 lbs – if it cannot be lifted, it is too heavy
• If improper disposal methods are observed, bring to attention of supervisor.

4.1.4 Waste Operators (Housekeeping)
• Follow safe work procedures for waste collection by wearing Personal Protective Equipment (gloves) when handling waste.
• Pickup general waste from public areas and waste holding areas on units/core areas and transport to waste dock.
• Ensure general waste bags are separated from recycling bags and disposed of in proper bins for pickup by waste service providers.
• If improper disposal methods are observed, bring to attention of supervisor.
• Contact supervisor regarding furniture disposal prior to placing in general waste bin. Hold in on-site storage cages upon direction from supervisor.

4.1.5 CSS Waste Management Coordinator (WMC) Responsibilities
• Waste Management Coordinator is to work, in partnership with the Corporate Waste Committee, to ensure the continual improvement of the waste and recycling program.
• Waste Management Coordinator is to conduct on-going monitoring, including effective and consistent data management and reporting for waste and recycling programs in accordance with regulations.

4.1.6 Engineering/Maintenance Staff
Segregate waste at source and manage waste as follows:
• Place general waste in waste container lined with a clear bag. Clear bags of waste must NOT be disposed in the bulk waste bin. Housekeeping is to pick up all bags of waste for disposal in the waste compactor.
• Place non-recyclable bulk waste in the bulk waste bin located at the site Receiving dock area.
• Ensure recyclable waste is segregated as per the requirements of the Recycling Protocol
• Ensure that contractors working on behalf of HHS are in compliance with the waste management requirements of the HHS Contractor Safety Guidelines, section 37.0.

4.2 General Procedure
• All waste other than bulk waste to be disposed in a clear waste bag. Black or green waste bags are prohibited.
• Only general waste may be placed in waste containers or bulk waste bins.
• All staff are to separate general waste from recyclables – see Appendix A – Recycling Protocol
• Any item with a biohazard symbol is prohibited from being deposited in the general waste and must be disposed as Biomedical Waste – see Biomedical Waste Disposal Protocol.
• Contamination of general waste may result in loss of HHS landfill privileges or increased costs
• All staff to ensure confidential waste is not placed in general waste
containers - see Confidential Waste Handling and Disposal Policy

- In accordance with Fire Regulations no waste or recycling is to be deposited in corridors at any time.

4.2.1 Glass Waste Disposal

- For direction on the types of recyclable glass see the Recycling Protocol
- For disposal of chemical bottles and glassware from labs, follow these steps:
  o Empty the bottles of any chemical residues and turn bottle upside down to drain and/or place in fume hood to remove residuals.
  o Dispose as glass waste by placing in cardboard box and tape the boxes securely
  o Label the boxes as "Glass Bottles for Disposal".
  o Place box in waste holding area for pickup by Housekeeping
  o Glass chemical bottles or glassware from labs cannot be recycled.
- Any other broken glass is to be placed into a sealed cardboard box lined with a clear garbage bag labeled “Broken Glass for Disposal” prior to disposal into the regular waste stream.

4.3 Engineering/Maintenance Waste Procedures

- Bulk waste bins at the HHS Receiving docks are for the sole use of Housekeeping and Engineering staff to dispose of bulk waste that cannot be recycled.
- The following items are prohibited from being disposed in the bulk waste bins:
  o Bags of general waste (must be disposed in waste compactor)
  o Cardboard boxes or other recyclables
  o Hazardous waste (chemical waste)
  o Liquid waste, including paint, solvents, and oil
  o Asbestos waste
  o Contaminated soil
  o Batteries
  o Fluorescent lamps
  o PCB contaminated lighting ballasts
  o Propane tanks or any other type of pressurized cylinders
  o Bio-Medical waste including sharps etc.
  o Any clean container with a biohazard or radioactive or other hazard symbol (deface or remove)
  o Electronic waste (computers, monitors, televisions, cell phones, etc.)
  o Empty Drums - metal or plastic
  o White goods (refrigerators, freezers, dehumidifiers, etc.)
- Hazardous and liquid waste categories noted above and asbestos waste is to be managed through the services of a hazardous waste service provider.
- For direction on management of recyclable bulk waste including scrap metal, electronics, batteries, white goods, etc. See the Recycling Protocol

5.0 Training

- Managers/supervisors are responsible to ensure that staff is trained to
the requirements of this procedure.

- A training review is to take place annually or as a procedure change occurs.

### 6.0 Documentation

None

### 7.0 Definitions

**Biomedical waste:** limited to human anatomical waste, human blood, animal waste, animal blood waste, non-anatomical waste, cytotoxic waste, pharmaceutical waste, “waste requiring special handling” and sharps.

Biomedical waste does **NOT** include:

- Broken glass not exposed to blood or bodily fluids (Place into a sealed cardboard box prior to disposal into the regular waste stream).
- Procedure trays, gowns, gloves, masks, gauze, wipes, cotton sutures, used personal hygiene products (diapers, blue pads, facial tissues, sanitary napkins) or any similar items that are not grossly saturated with blood or bodily fluid.
- Non-sharp disposable surgical instruments, needleless syringes, and materials without blood or bodily fluids.
- Decanted ventilator tubing, IV tubing and bags, pleurovacs, hemovacs, urine or stool cups, foley and ostomy bags, toilet hats, basins, and similar items that are not visibly contaminated with blood.
- Waste from isolation patients - medical waste has not been implicated in the transmission of such agents. Therefore, no special handling procedures are recommended. Exception - patients being treated for or suspected to be infected with agents as defined under the Transportation of Dangerous Goods Regulations as UN3373, Biological Substance, Category B.

**General Waste:** Waste, not including, biomedical waste, sharps waste, confidential waste, recyclables or hazardous waste.

**Recyclable Waste:** Waste identified in the Recycling Protocol as acceptable in the HHS recycling program.

**SRC:** Customer Support Service Response Center (extension 77744).

**Unit Staff:** Includes Environmental Aides (EAs), Health Care Aides (HCAs).

**Waste Generator:** A person who generates waste.

**Waste Segregation:** Separation of waste by the waste generator at the origin according to waste streams.

**Waste Stream:** A particular classification of waste type e.g. biomedical waste, recyclables.

### 8.0 Cross Reference

- Sharps Disposal Protocol
- Biomedical Waste Disposal Protocol
- Recycling Protocol
CSS Waste Audit Procedure
CSS Waste Incident Procedure
Confidential Waste Handling and Disposal Policy
HHS Contractor Safety Guidelines (s. 37.0 Waste Management)

9.0   External References
Environmental Protection Act and Regulation 347 (General - Waste Mgt.)
Ontario Regulation 102/94 (Source Separation Regulation)
Ontario Regulation 103/94 (Waste Audits and Workplans)
Occupational Health and Safety Act and Regulations

10.0   Developed By
Waste Management Coordinator
Customer Support Services Waste Working Group

11.0   In Consultation With
Customer Support Services Senior Management Team
Corporate Waste Management Committee

12.0   Approved By
Director, Customer Support Services
Corporate Waste Management Committee

Keyword waste audit, segregation, furniture, recycling, biomedical waste, bulk waste

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