**Inspection Checklist: Housekeeping/Waste Handler**

**Document Number: 204**

1. **Purpose**

This document provides procedures and a checklist to guide the waste management officer or other responsible person in inspecting the practices of housekeeping and waste handling in the facility. The checklist outlines key items that the waste management officer or other responsible person should assess or inspect related to housekeeping and waste handling.

1. **Scope**

An inspection of waste management procedures and practices can reveal the knowledge, attitudes and practices of the staff as well as information on actual adherence to waste management procedures. Information from inspections will help identify current gaps in waste management practices and help determine how to improve them. At any health care facility, good housekeeping is the foundation of good infection prevention. Good housekeeping practices also reduce microorganisms, reduce the risk of accidents, and provide an appealing work and service-delivery space. Please also refer to Doc 203: Health Care Waste Management Audit Procedures—Guidance as well as the other inspection checklists for laboratory, supervisor/matron, and waste holding and storage (see 10. Related Documents, below).

1. **Definitions**

For definitions, refer to Doc 203: Health Care Waste Management Audit Procedures – Guidance.

1. **Responsibilities**
	1. The management should:
		1. Work with the inspector to define the terms and objectives of the inspection.
		2. Make sure that the inspector has access to all records he/she may require.
		3. Ensure that any recommendations resulting from the inspection are implemented without delay.
	2. Waste handlers or housekeepers concerned with the management of waste should:
		1. Continue with their tasks as normal during the inspection.
		2. Fully answer any questions the inspector has and provide any other information that is requested.
	3. The inspector should:
		1. Work with management to establish the terms of the inspection.
		2. Diligently review all relevant records and reports.
		3. To the best of his/her ability, objectively assess the current status of waste management practices and adherence to policies and procedures using the attached checklist.
		4. Complete a report that includes a summary and discussion of the information collected and highlights any areas that needing immediate attention or ongoing improvement.
		5. Work with management, as appropriate, to develop a plan to implement recommendations.
2. **Materials and Equipment**
* Numerous logs, records, and audit documents — see procedures below.
* Disposable gloves
* Tongs
* Proper PPE as per relevant SOPs
1. **Hazards and Safety Concerns**
	1. Any waste that has potentially come in contact with a patient or bodily fluids should be assumed to be infectious and handled with proper PPE and procedures.
	2. Sharps may also cause injury and spread infection. During waste audits and inspections, personnel should be on the lookout for improperly disposed sharps, which can be a hazard to themselves and others.
2. **Procedures**
	1. Staff should not have any warning of an inspection. If they are able to anticipate one, they may adjust their behavior so the inspector will not get an accurate impression of actual practices.
	2. Inspections can be done at varying frequencies at the discretion of the waste management officer. Some procedures should be checked daily, others weekly or monthly. See Attachment 11.1
	3. Record review. The inspector should review the following documents:
* Facility health care waste management policy
* Facility safety procedures
* Standard operating procedures for housekeeping and waste handling
* Training logs
* Waste collection records
* Service agreement, if housekeeping is outsourced
* Accident or incident reports
* Previous audit/inspection reports
	1. Physical inspection
		1. Use the Attachment 11.1 to assess the current status of housekeeping and waste handling practices and adherence to waste handling policy and procedures.
1. **Reporting and Recordkeeping**
	1. The inspector should produce a report that includes a summary and discussion of the data he/she has collected and highlight any areas that need improvement.
	2. Inspection results should be filed for a minimum of three years or longer if local regulations require, so that any persistent problems can be identified and the effects of any changes can be tracked, and for reference by the regulatory authorities.
	3. Whenever possible, the health care facility should make inspection results public if need be.
2. **References**
	1. Canadian Centre for Occupational Health and Safety [Internet]. Workplace housekeeping—checklist for general inspection [cited 2013 June 20]. Available from: <http://www.ccohs.ca/oshanswers/hsprograms/cklstgen.html>
	2. Infection Control Today [Internet]. Checklist for healthcare facility summer cleaning [cited 2013 June 20]. Available from:

<http://www.infectioncontroltoday.com/news/2010/07/checklist-for-healthcare-facility-summer-cleaning.aspx>

* 1. Richards JP. Medical waste disposal [Internet, cited 2013 June 20]. Available from : <http://EzineArticles.com/785915>
1. **Related documents**
* Doc 203: Health Care Waste Management Audit Procedures ‒ Guidance
* Doc 207: Inspection Checklist: Supervisor/Matron
* Doc 205: Inspection Checklist: Waste Holding and Storage
* Doc 206: Inspection Checklist: Laboratory Waste Management
1. **Attachments**
	1. Housekeeping/Waste Handler Inspection Checklist

**Attachment 11.1: Housekeeping/Waste Handler Inspection Checklist**

Name of the facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Activities** | **Response**Check Yes or No | **Remarks** |
| --- | --- | --- |
| **To be inspected less frequently as decided by the facility** |
| **Staff training and safety** |
| Have all housekeepers/waste handlers of the facility attended training on health care waste management?  | Yes | No |  |
| Is the training housekeepers/waste handlers received on health care waste management documented? | Yes | No |  |
| Is refresher training available for all housekeepers/waste handlers at least once a year? | Yes | No |  |
| Are personnel training files available and up to date? | Yes | No |  |
| Do housekeepers and waste handlers understand how to correctly use disinfectants to clean the facility? | Yes | No |  |
| Do housekeepers/waste handlers correctly understand the color-coded bins for waste collection? | Yes | No |  |
| Do housekeepers/waste handlers know what to do if there is an accidental spill?  | Yes | No |  |
| Are there SOPs for handling spills? | Yes | No |  |
| Can housekeepers/waste handlers correctly explain how to handle infectious waste?  | Yes | No |  |
| Can housekeepers/waste handlers correctly explain how to handle sharps waste?  | Yes | No |  |
| Do housekeeping/waste handlers use proper PPE (gloves, waterproof gown, and boots)? | Yes | No |  |
| Are PPEs in good condition and ready to use? | Yes | No |  |
| Are all housekeepers/waste handlers properly vaccinated? | Yes | No |  |
| Is there an injury and emergency response procedure available? | Yes | No |  |
| Do all housekeepers/waste handlers understand the injury and emergency response procedure? | Yes | No |  |
| Do housekeepers or waste handlers know how to report accidents and incidents when they occur?  | Yes | No |  |
| **Procedures and practices** |
| Are responsibilities of housekeepers/waste handlers related to collecting and handling waste clearly defined for each ward or department? | Yes | No |  |
| Are SOPs for collection and handling of wastes from the specified ward or department clearly written?  | Yes | No |  |
| Are copies of these SOPs available to housekeeping/waste handlers?  | Yes | No |  |
| Is a waste collection schedule outlined, including a timetable for each trolley route, the type of waste to be collected and number of wards to be visited on one round clearly defined? | Yes | No |  |
| Is this waste collection schedule posted and/or easily accessible to housekeeping/waste handlers? | Yes | No |  |
|  |
| **To be inspected more frequently as decided by the facility** |
| **Segregation and transport** |
| Are bins clean? | Yes | No |  |
| Are bins color-coded? | Yes | No |  |
| Are bins labeled and posters in place? | Yes | No |  |
| Do bins have correct color tags? | Yes | No |  |
| Is wasted segregated correctly? | Yes | No |  |
| Are there separate trolleys for infectious/hazardous waste and for general/recyclable waste? | Yes | No |  |
| Do the waste collection trolleys allow segregation to be maintained? | Yes | No |  |
| Are compartments properly colored and/or labeled? | Yes | No |  |
| Do the trolley compartments have lids? | Yes | No |  |
| Are the trolleys clean? | Yes | No |  |
| **Floor and other areas** |
| Are floors clean and clear of waste?  | Yes | No |  |
| Is there adequate number of waste containers? | Yes | No |  |
| Are signs posted to warn of wet floors?  | Yes | No |  |
| Are the mats placed at building entryway cleaned regularly (if available)? | Yes | No |  |
| Are waste containers located where the waste is produced? | Yes | No |  |
| Are appropriate bins available for various waste types (infectious waste, noninfectious, and sharps waste)? | Yes | No |  |
| Are waste containers emptied regularly? | Yes | No |  |
| **Toilet and bathroom** |
| Are toilets and bidets visibly clean without blood or body substances, scum, dust, deposit and smears? | Yes | No |  |
| Are sinks visibly clean with no debris, stains and spillages? | Yes | No |  |
| Is waste removed/ emptied regularly? | Yes | No |  |
| **Waste disposal** |
| Are waste containers emptied daily? | Yes | No |  |
| Are there separated collection containers for sharps waste? | Yes | No |  |
| Are there separated collection containers for mercury waste? | Yes | No |  |
| **Spill control** |
| Are there SOPs for spill clean-up? | Yes | No |  |
| Is there a mercury spill clean-up kit? | Yes | No |  |
| Is a spill area surrounded by a barrier to prevent a spill from spreading?  | Yes | No |  |
| Are all spills wiped up quickly? | Yes | No |  |
| Are procedures followed as indicated on the material safety data sheet?  | Yes | No |  |
| Are used rags and absorbents disposed of promptly and according to relevant SOPs?  | Yes | No |  |