

Posting Date: 2022-03-15

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Next Review Date: 2023-03-15

Title: CSS - General Landfill Waste Protocol

Applies to: All employees located in Hamilton Health Sciences facilities.

1.0 Purpose

1.1 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 process for the disposal of materials that cannot be recycled (general landfill waste). This policy establishes the guidelines and standardizes the process for the collection and disposal of general [landfill waste](#) and focuses on the segregation responsibility of the generator.

2.0 Equipment/Supplies

- Clear waste liners
- Approved landfill waste containers – individual bins and central collection containers (See Waste Container Matrix Purchasing Guide or Contact Waste Management Coordinator)
- Personal Protective Equipment – Gloves

3.0 Policy

3.1 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 by use of recycling programs. All [waste generators](#) at HHS are required to abide by the principles of this protocol.

4.0 Procedure

4.1 General Procedure

- 4.1.1 All waste other than bulk waste to be disposed in a transparent waste bag. Black or green waste bags are prohibited.
- 4.1.2 Only general landfill waste may be placed in waste containers or bulk waste bins.
- 4.1.3 All staff are to separate general landfill waste from recyclables - see the [CSS - Recycling Protocol](#) Appendix A – HSS Recycling Disposal Table or the [CSS - Mixed Recycling Guide Poster](#)
- 4.1.4 Any item with a biohazard symbol is prohibited from being deposited in the general landfill waste and must be disposed as Biomedical Waste – see Biomedical Waste Disposal Protocol.
- Note:** Specimen baggies must only be labelled with a biohazard label at time of use – no pre-labelling of baggies. Contamination of general landfill waste may result in loss of HHS landfill privileges or increased costs
- 4.1.5 All staff to ensure confidential waste is not placed in general landfill waste containers - see [CSS - Confidential Waste Disposal Protocol](#)
- 4.1.6 In accordance with Fire Regulations, no waste or recycling receptacles or bags of waste are permitted in corridors unless location and receptacle style is approved by HHS fire safety officer.
- 4.1.7 Contact Waste Management Coordinator at extension 73491 or waste@hhsc.ca for acceptability of items for recycling not included in this protocol.

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4.1.8 Please note that acceptable recyclable material may change based on the contracted service provider. Please refer to [CSS - Mixed Recycling Guide](#) for the most current list of acceptable items.

4.2 Glass Waste Disposal

4.2.1 For direction on the types of recyclable glass see the CSS - Recycling Protocol

4.2.2 For disposal of chemical bottles and glassware from labs, follow these steps:

- Empty the bottles of any chemical residues and turn bottle upside down to drain and/or place in fume hood to remove residuals.
- Dispose as glass waste by placing in cardboard box and tape the boxes securely
- Label the boxes as "Glass Bottles for Disposal".
- Place box in waste holding area for pickup by Housekeeping
- Glass chemical bottles or glassware from labs cannot be recycled.

4.2.3 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 Liquid Waste Disposal

4.3.1 All liquids must be disposed prior to any container being placed in general waste.

4.3.2 Contents of urine and non -pharmaceutical IV bags are to be disposed in hoppers, toilets or ARJO flushers as per CLIN - Handling of Human Waste and the Use of Tornado ARJO Flusher Disinfectant and Commode Liners Protocol

4.3.3 Also refer to IV Bag Disposal Instructions poster for proper disposal of liquids.

4.3.4 Only non - hazardous liquids to be disposed down the drain (not in hand washing sinks) and in compliance with City of Hamilton Sewer Use Bylaw.

4.3.5 For disposal of expired liquid products (e.g. hand sanitizer, cleaning products) contact Waste Management Coordinator.

4.4 Waste Generators

4.4.1 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 or waste depot.

4.4.2 Generators shall refer to [CSS - Recycling Protocol Appendix A](#) to determine materials acceptable for recycling

4.4.3 Generators are responsible for ordering desk side recycling containers from Stores or Purchasing. Review the Waste Container Matrix Purchasing Guide or contact the Waste Management Coordinator at waste@hhsc.ca or x73491

4.4.4 If generators are unable to locate a central recycling collection or depot, the generator shall contact Housekeeping for information on locations of containers or where to place bags of recyclables for collection.

4.4.5 Ensure weight of container is not more than 25 lbs. (if it cannot be easily lifted, it is too heavy).

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4.5 Customer Support Services (CSS) Leader Responsibilities

- 4.5.1 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.
- 4.5.2 CSS Environmental Aide Leaders are to review compliance to the Landfill Waste Disposal Protocol in the regularly scheduled waste audits of clinical areas.

4.6 Environmental Aides/Health Care Aides

- 4.6.1 Segregate waste at source and place [landfill waste](#) in waste container lined with clear bag.
- 4.6.2 Collect waste bags, tie off securely and place in waste holding areas, ready for pickup.
- 4.6.3 Ensure weight of container is not more than 25 pounds (lbs.) – if it cannot be lifted, it is too heavy.
- 4.6.4 If improper disposal methods are observed, bring to attention of supervisor.

4.7 Office & Administrative Staff

- 4.7.1 Segregate waste and place general waste in waste container lined with clear bag. Remove bag of waste as required to a central container or designated holding room.

4.8 Waste Operators (Housekeeping)

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

4.9 CSS Waste Management Coordinator (WMC) Responsibilities

- 4.9.1 WMC works towards the continual improvement of HHS Waste Management programs.
- 4.9.2 Waste Management Coordinator is to recommend locations of central waste containers throughout HHS facilities and coordinate servicing with Housekeeping on a regular scheduled frequency.
- 4.9.3 WMC is to conduct on-going monitoring, including effective and consistent data management and reporting for waste, recycling and reuse programs in accordance with regulations.
- 4.9.4 Provide training materials for all staff - available online, as an e-learning module or by request.

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4.10 Engineering/Maintenance Staff

4.10.1 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 CSS - 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.

4.11 Engineering/Maintenance Waste Procedures

4.11.1 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.

4.11.2 The following items are prohibited from being disposed in the bulk waste bins:

- Bags of general waste (must be disposed in waste compactor)
- Cardboard boxes or other recyclables
- Hazardous waste (chemical waste)
- Liquid waste, including paint, solvents, and oil
- Asbestos waste
- Contaminated soil
- Batteries
- Fluorescent lamps
- PCB contaminated lighting ballasts
- Propane tanks or any other type of pressurized cylinders
- Bio-Medical waste including sharps etc.
- Any clean container with a biohazard or radioactive or other hazard symbol (deface or remove)
- Electronic waste (computers, monitors, televisions, cell phones, etc.)
- Empty Drums - metal or plastic
- White goods (refrigerators, freezers, dehumidifiers, etc.)

4.11.3 Hazardous and liquid waste categories noted above and asbestos waste is to be managed through the services of a hazardous waste service provider

4.11.4 For direction on management of recyclable bulk waste including scrap metal, electronics, batteries, white goods, etc. See the [CSS - Recycling Protocol](#).

4.12 Training

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

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

5.0 Definitions

Biomedical waste - Limited to human anatomical waste, human blood, animal anatomical waste, animal blood waste, microbiology laboratory waste, sharps, cytotoxic waste, and, Class 6 Infectious waste Appendix 3, Part 2-38 as defined under of the Transportation of Dangerous Goods Regulations (TDGR)

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General Landfill Waste - Landfill Waste, not including, biomedical waste, sharps waste, confidential waste, recyclables, pharmaceutical or hazardous waste.

Recyclable Waste - Waste identified in the Recycling Protocol as acceptable in the HHS recycling program

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.

6.0 Cross References

CSS - Mixed Recycling Guide

CSS - Recycling Protocol

CSS - Sharps Disposal Protocol

CSS - Biomedical and Pharmaceutical Waste Disposal Protocol

CSS - Confidential Waste Disposal Protocol

HHS Contractor Safety Guidelines (s. 37.0 Waste Management)

7.0 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

8.0 Developed By

Waste Management Coordinator

Customer Support Services Waste Working Group

9.0 In Consultation With

Customer Support Services Senior Management Team

Joint Occupational Health & Safety Committee

10.0 Approved By

Corporate Waste Management Committee

Director, Customer Support Services

2022 Review/Approval

Waste Management Coordinator

Director, Customer Support Services

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