# Healthcare waste management audit checklist

**Date:**

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| --- | --- | --- |
|  | **Y/N** | **Notes** |
| Does the practice have a current waste management policy with a 2-year review period? |  |  |
| Is there a nominated waste management officer for the practice? |  |  |
| Is there a process in place for segregating healthcare waste into hazardous, controlled and non-hazardous (general and recyclable) waste streams? |  |  |
| Are hazardous sharps waste collected in required yellow rigid-walled sharps containers in accordance with NZS-4304 2002? |  |  |
| Is a current service agreement in place with sharps collection services for collection and disposal of full sharps containers and supply of new ones? |  |  |
| Is a current service agreement in place with hazardous non-sharps and controlled waste collection and disposal services? |  |  |
| Are yellow biohazard bags used for collection and disposal of controlled and hazardous (non-sharps) waste? |  |  |
| Are practice waste bins stored in locations that are in compliance with NZS-4304 2002?  |  |  |
| Has the practice planned for emergency waste management if required? |  |  |
| Have all staff been trained in waste management processes for this practice? |  |  |
| Have there been any incidents or accidents involving waste in the audit period? |  |  |
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Results from waste management audits should be used for:

* addressing poor waste management practices
* identifying and correcting instances where the waste management policy does not comply with the NZS 4304 2002 standard
* identifying opportunities for improvements
* identifying training needs.