

**Part B – Health Facility Briefing & Design**  
**290 Waste Management Unit**



iHFG

**International Health Facility Guidelines**

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## 290 Waste Management Unit

### 1 Introduction

#### *Description*

Waste Management Unit is a designated area of a healthcare facility which is staffed by a multi-disciplinary team whose roles include collection, transport, processing, disposal, managing and monitoring of waste materials generated from the facility. Health facility waste can be divided into six broad categories:

- General Waste
- Infectious and Pathological/ Medical Waste
- Sharp Waste
- Pharmaceutical Waste
- Radioactive Waste
- Hazardous Chemical Waste

The Waste Management Unit should have the following features:

- Easily accessible from all functional areas
- Accessible from within the unit and externally
- Appropriately secured and monitored depending on operational policy
- Located away from food and clean storage areas
- Not accessible to the public

### 2 Functional & Planning Considerations

#### *Operational Models*

The Waste Management Unit will generally operate during the day with limited entry provisions after hours.

Waste is initially collected in bins throughout the facility, temporarily stored in Disposal rooms, Dirty Utility room and similar areas.

Waste is then transported via bins to the Waste Management Unit and made ready for collection and disposal.

Waste is ideally sorted at the time of collection, using different containers, so that it can be easily categorised into different zones in the Waste Management Unit.

If waste is not sorted at the source, it will need to be sorted as part of waste processing.

### 3 Unit Planning Models

The configuration of the Waste Management Unit will be dependent on:

- Types of waste to be stored and disposed
- Frequency of waste collection
- Processing of waste to be undertaken at the healthcare facility if any

The Waste Management Unit should be ideally located on ground level away from publicly accessible areas and those involved in food preparation and storage. The location should be adjacent to the relatively 'Dirty' zone of Loading Dock for easy access by waste collection trucks.

#### *Functional Zones*

The Waste Management Unit will include the following Functional Zones:

- Enclosed workstation with a workbench, telephone and computer outlet to undertake recording and reporting functions; it should have visual control of the waste handling facility
- General dry waste skip or compactor area with direct contractor access for removal
- Optional Compactor for the compaction of general dry waste
- General wet/ food waste holding area
- Pathological/ Medical/ Clinical waste holding within a cool room
- Paper, cardboard and recyclable materials collection
- Facility for Sharps collection
- Clean bin storage area a variety of bins need to be stored pending distribution to the hospital units
- Designated adequately drained bin & equipment washing area
- Storage space for consumables such as plastic bin liners and cleaning materials; could be located adjacent to the Work Management Station
- Loading Dock and area with provision for front or rear load bins

The following Functional Areas are optional requirements:

- An area for bin receiving with room for pull tug and cart trolley access and bin sorting
- A waste weighing and recording station which includes a floor level digital weighbridge and bar code recorder. This area will be required if waste handling policy includes weighing and tracking
- An upright freezer may be required to store tissue pending dispatch out of the facility
- A radioactive waste storage may be remotely located
- Optional chemical waste storage area

Bins should be colour-coded according to the type of waste contained, such as:

- Black Bins: General Waste and Wet Food Waste
- Yellow Bins: Pathological/ Medical Waste
- Red Bins: Sharps
- Purple Bins: Cytotoxic Waste

### Clinical Waste Storage

Pathological/ Medical/ Clinical waste includes human or animal tissue, blood and body fluids, pharmaceutical products, syringe, needles, dressings or any other waste which can be hazardous or may cause infection to any person who comes in contact with it. The five groups of clinical waste include:

- Healthcare waste which may present the risk of infection (Infectious waste – sharps, items in contact with body fluids, etc.)
- Pathological waste – including human body parts, tissue, etc
- Chemical waste which may present a chemical hazard (including formaldehyde, glutaraldehyde, mercury, etc. where the disposal may be governed by local Environmental or OH&S regulations)
- Pharmaceuticals and medicinally contaminated wastes which contain pharmaceutically-active agents (including expired drugs, partially administered medications, vaccines and discarded items used in the handling of pharmaceuticals)
- Cytotoxic waste

The Clinical Waste Storage is reserved for healthcare clinical waste only. The storage space should be:

- Well-lit and ventilated
- Adjacent to relatively 'Dirty' Loading Dock
- Located away from food preparation and general storage areas
- Located away from routes used by the public
- Totally enclosed and secure
- Provided with separate storage areas for sharps receptacles, anatomical and pharmaceutical waste
- Sited on a well-drained, impervious surface
- Secured area but readily accessible by authorised staff
- Kept locked when not in use
- Secure from entry by animals and free from insect or rodent infestations
- Provided with staff washing facilities
- Clearly marked with warning signs
- Appropriately drained to a sewer (if approved by local regulations)
- Radioactive waste room and Cytotoxic waste room drainage have to follow Ministry of Health and the local Environmental Regulations for disposal.

Pathological and Medical waste is to be picked up by contractors ideally once a day but no less frequent than every 48 hours.

The pathological waste should always be double-bagged.

### Sharps

Sharps are healthcare waste that could cause cuts and punctures wounds including needles/ needle part of a syringe, scalpel, broken glass ampoules and the patient end of infusion sets. This waste must be segregated from 'soft' clinical waste and stored in robust colour coded receptacles which clearly identify the presence of sharps prior to being picked up and disposed of by the authorised waste management contractor.

### Soiled Linen Holding

Bagged soiled linen in trolleys should be temporarily stored prior to collection by external linen supplier if the Linen Service is outsourced. For Soiled Linen, please refer to the linen Handling Unit FPU within Part B of these Guidelines.

### Bins and Equipment Washing Bay

A specific area with adequate drainage for washing bins and equipment should be located between the dirty and clean storage areas.

### Refrigerated Storage

Waste in storage must not create offensive odour to pose as a nuisance to staff and visitors of the facility. To prevent odours forming in hot weather, Pathological/ Medical/ Clinical Waste and Food Waste should be stored in separate refrigerated storage rooms prior to collection. Refrigerated storage should be fitted with a device to open the door from the inside and duress alarm to alert staff as a precaution against people from being trapped.

Pathological/Medical/Clinical Waste, and Wet Food Waster should be stored in rooms with no more than 16 degrees Celsius in temperature.

### Radioactive Waste Storage

Radioactive waste should be handled in a safe manner to ensure that all staff have minimal exposure to radiation. A Radiation Safety Officer will be responsible for the safe handling, storage and transport of radioactive waste. Radioactive waste must be stored in leak proof containers in a specifically identified area for the storage of radioactive waste separate from clinical and general waste storage.

The handling, storage and disposal of radioactive materials must comply with requirements of the Radiation Control by the environmental authorities and other relevant local regulations.

Small quantities of Radioactive Waste may be stored in containers within the Hot Lab provided in the relevant FPU's. In large facilities such as those with multiple LINAC bunkers, a separate radioactive waste store may be provided.

The Radioactive Waste store may be integrated within the Waste Management Unit or remotely located. The Radioactive Waste store may require shielding according to the Shielding Consultants report and approval by the Environmental Authorities or the MOH.

### General Waste Storage

Waste which is assessed and/ or classified as inert or solid waste should be stored in a room separate from clinical waste for collection by outside contractors to be sorted, processed and recycled elsewhere.

### Recyclable Waste

Recyclables include cardboard, paper, plastic or glass which are composed of materials or components, capable of being remanufactured or reused. Items are considered recyclable if facilities are available to collect and reprocess them.

Recyclable waste should have separate enclosures for the ease of classification and pick up. The enclosure do not have to be solid. Mesh walls are considered sufficient for the separation of these types of waste.

### Liquid Waste Storage/ Discharge

Liquid waste that is unsuitable for discharge into a sewer or waterways such as those from decontamination showers and laboratory wastes must be contained to prevent leakage and stored in a bunded area. Liquid waste may be legally discharged into a sewer or waterways only in accordance with local sewerage authority requirements. Any chemical waste which may not be discharged into the local sewerage shall be prepared for pick-up and discharge by a contractor authorised by relevant local authorities.

Chemicals which may be discharged into the local sewerage may have to be neutralised and diluted with water within a temporary holding tank. Refer to Part E – Engineering section for further details.

## 4 Functional Relationships

### *External Relationships*

The Waste Management Unit will be frequently serviced by site and contractor's vehicles removing waste in carts and front-loading or rear-loading bulk bins. It is important that adequate traffic access is provided for delivery and removal of all wastes. The access roads need to be adequate and turning areas uncongested. Noise levels may be significant during waste collection periods.

Bulk waste bin movement around the site and during the disposal process may require that the bins are accessed from a raised dock. A variable level platform may be considered as an option.

The most typical arrangement for Hospitals involve large rear loaded bins located against the front of a raised dock (at the ground level). The plastic bins holding the bagged waste are emptied into these large bins from the higher dock level.

Between the edge of the dock and the interior of the Waste Management Unit, garage doors may be installed for east of access at the time of collection.

Servicing of waste storage areas should be undertaken via thoroughfares that avoid regular public, patients and staff facilities. Particular attention should be made to avoiding food handling and high-profile public areas. A service lift devoted to materials movement within the hospital is highly recommended.

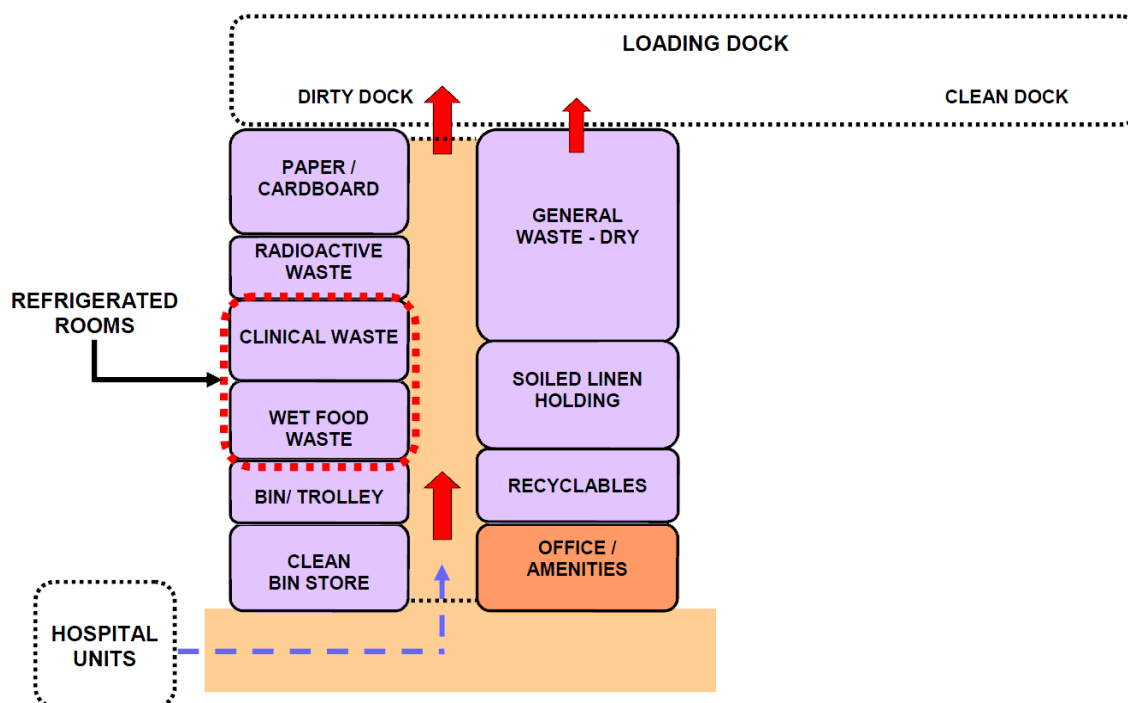
**Internal Relationships**

Contaminated waste bins should be located in strategic collection points for all clinical areas in all FPU. Collection points such as Disposal Rooms or Dirty Utility Rooms in each FPU need to be easily accessible to the staff responsible for disposing of wastes as well as to those servicing the facility in removing and replacing the bins.

Separate robust colour-coded bins will be required for the disposal of sharps, pathological/medical waste, cytotoxic and radioactive materials. These bins are to be stored in separate designated areas within the Waste Management Unit prior to collection and disposal.

The Waste Management administration area should be located where visual control of the loading dock can be achieved.

**Functional Relationship Diagram**



**LEGEND**

- Support Areas
- Circulation
- Public Areas
- Direct Relationship
- Path of Travel
- Staff Areas
- Staff/Service Corridor
- Public Corridors
- Indirect Relationship
- Controlled Access

## 5 Design Considerations

### *Environmental Considerations*

#### **Acoustics**

Acoustic performance and sound levels shall be designed to contain the noise from waste management equipment such as waste compactors and bin/ equipment washers to an acceptable level so as not to affect the functioning of adjacent departments.

### *Space Standards and Components*

#### **Ergonomics/ OH&S**

The Waste Management Unit should be designed with consideration to ergonomics to ensure an optimal environment. Turning circles for large waste bins and wider corridors (minimum 2.4m wide) are to be considered to allow for two-way traffic. Manual handling may not be eliminated in the Unit. However, a well-designed and equipped work area will eliminate injuries resulting from manual handling.

It should be noted that Compactors may only be used for general dry waste, not Pathological/Medical/Clinical waste or Wet waste.

Refer also to Part C – Access, Mobility and OH&S of these Guidelines.

#### **Safety and Security**

The Waste Management Unit should not be accessible by public. Card access, intercom and CCTV cameras are to be provided at the hazardous waste room, Loading Dock and external access for visitor control to the Unit. Where required, concave directional mirrors along corridors and bends should be provided to avoid collision of oversized trolleys, motorised transporters and staff.

Emergency stop button should be installed for large equipment such as optional waste compactors to prevent entrapment. Exhaust should be provided in rooms for storing and recharging of pallet jacks, motorised transporters and other equipment depending on battery type to avoid build-up of noxious gases.

#### **Finishes**

Appropriately painted or tiled block work walls are recommended in areas where large bins and trolleys are to be stored to resist chipping and breakage of wall lining.

The following factors shall be considered:

- Aesthetic appearance
- Acoustic properties
- Durability
- Fire safety
- Ease of cleaning and compliant with infection control standards
- Suitable floor finishes with respect to slip resistance, movement of large equipment and impermeable to fluids in wet areas

For further details refer to Part C – Access, Mobility and OH&S and Part D – Infection Control in these Guidelines.



### ***Fittings, Fixtures & Equipment***

Sturdy and robust door and wall protection are recommended to withstand impacts from large waste bins and trolleys. Timber or rubber wall guards and corner guards, stainless-steel door and frame protection will resist bumps from large equipment better than PVC or vinyl wall and door protection.

Waterproof fixture and fittings are to be installed in all wet and dirty areas for easy cleaning and disinfecting. Cool rooms for waste storage are to be fitted with proprietary cool room or built on site as per industry requirements and local regulations.

Refer also to Standard Components Room Data Sheets and Room Layout Sheets for Furniture, Fittings and Fixtures requirements.

### ***Building Service Requirements***

Building service requirements for the Waste Management Unit will include the following:

- The temperature with the waste handling area should be maintained at a temperature that helps control odours ideally a negative pressure environment should be provided to contain the spread of odours. Temperature monitor and alarm should be connected to Biomedical Services to alert staff of any malfunction
- Hot and cold water outlets with a hose spray are the minimum requirements to be provided for cleaning waste holding areas and bins as required
- A high pressure wash-down unit should be provided for the adequate cleaning of the area
- Drainage from this area may include disinfectants. Therefore, liquid wastes may require special treatment prior to discharge
- Walls and floors should be sealed to withstand the frequent wash downs and the floors graded to allow run off
- All power points provided in the waste storage, equipment washing and disposal area should be waterproof to allow for thorough cleaning of floors and walls
- Lighting should be adequate to allow staff to see clearly especially in waste storage areas and corridors

### **Information and Communication Technology**

The Waste Management Unit requires reliable and effective IT/ Communications service for efficient operation of the service. The IT design should address:

- Voice/ data cabling and outlets for phones, fax and computers
- CCTV surveillance if indicated

### ***Infection Control***

Walls and floors in areas used for waste storage should be sealed to allow easy cleaning.

Storage bays for Personal Protective Equipment (PPE) such as heavy-duty gloves, safety shoes, protective face visors or goggles should be conveniently located to improve staff compliance thereby avoiding preventable risks.

Refer to Part D – Infection Control of these Guidelines for further information.

### Hand Basins

Hand-washing facilities should be located adjacent to the waste collection areas where clinical waste is handled.

Emergency shower and eye wash stations is to be provided as required in the unit.

Hand basins should comply with Standard Components for Bay - Handwashing. Refer to the Standard Components, RDS and RLS of these guidelines for additional information.

### Antiseptic Hand Rubs

Antiseptic hand rubs should be located so they are readily available in waste holding and in high traffic areas.

The placement of antiseptic hand rubs should be consistent and reliable throughout facilities. Antiseptic hand rubs are to comply with Part D - Infection Control in these guidelines.

Antiseptic Hand Rubs although very useful and welcome, however cannot fully replace Hand Wash Bays, both are required.

For further information related to Infection Control refer to Part D – Infection Control in these Guidelines.

### Pest & Insects Control

Waste storage areas must be designed to prevent the harbourage of vermin and insects. Some examples of preventative measures include provision of suitable waste receptacles, application of mesh to drains, installation of flushing drains and insect zapper near entry to waste storage.

### Compaction

The volume of dry general waste may be reduced to a third of its original through the use of compaction units. Compaction should be considered for large facilities as it can reduce the total volume and frequency of pick-up.

## 6 Standard Components of the Unit

### Standard Components

Standard Components are typical rooms within a health facility, each represented by a Room Data Sheet (RDS) and a Room Layout Sheet (RLS).

The Room Data Sheets are written descriptions representing the minimum briefing requirements of each room type. Described under various categories:

- Room Primary Information includes Briefed Area, Occupancy, Room Description and Relationships and special room requirements)
- Building Fabric and Finishes identifies the fabric and finish required for the room ceiling, floor, walls, doors, and glazing requirements
- Furniture and Fittings lists are located in the room and identified with a group number which indicates who is responsible for providing the item according to a widely accepted description as follows:

Group	Description
1	Provided and installed by the Builder/ Contractor
2	Provided by the Client and installed by the Builder/Contractor
3	Provided and installed by the Client

- Fixtures and Equipment includes all the serviced equipment typically located in the room along with the services required such as power, data and hydraulics. Fixtures and Equipment are also identified with a group number as above indicating who is responsible for provision.
- Building Services indicates the requirement for Communications, Power, Heating, Ventilation and Air conditioning (HVAC), Medical Gases, Nurse/ Emergency Call and lighting along with

quantities and types where appropriate. Provision of all services items listed are mandatory.

The Room Layout Sheets (RLS's) are indicative plan layouts and elevations illustrating an example of good design. The RLS indicated are deemed to satisfy these Guidelines. Alternative layouts and innovative planning shall be deemed to comply with these Guidelines provided that the following criteria are met:

- Compliance with the text of these Guidelines
- Minimum floor areas as shown in the schedule of accommodation
- Clearances and accessibility around various objects shown or implied
- Inclusion of all mandatory items identified in the RDS

The Waste Management Unit contains Standard Components to comply with details in the Standard Components described in these Guidelines. Refer to Standard Components Room Data Sheets and Room Layout Sheets.

### ***Non-Standard Rooms***

Non-standard rooms are those rooms which have not yet been standardised within these Guidelines. As such there are very few Non-standard Rooms. These are identified in the Schedules of Accommodation as NS and are separately covered below.

### **Bin Washing Area**

The Bin Washing Area will provide an area and facilities for washing of bins as required. It is usually a bay with no doors. The following should be considered:

- Finishes of room should be suitable for wet areas. Eg.vinyl or tiles
- Provide a wall mounted retractable hose reel with a pressure spray for cleaning the bins
- Provide a floor drain
- Access to a hand wash basin within the Unit

### **Waste Holding - Clinical**

A room for clinical waste bins storage. A hand wash basin may be provided within the room.

Wall protection should be provided. Homogeneous vinyl or tiles to the floor and walls are acceptable.

If located off an external wall consider provision of roller shutter on the external wall for ease of bins collection.

Proper ventilation to contain and avoid spreading of odor out of the room.

### **Waste Holding - General Dry**

A holding area for dry general waste storage. A waste compactor can be located here.

Wall protection should be provided. Homogeneous vinyl or tiles to the floor and walls are acceptable.

If located off an external wall, consider provision of roller shutter on the external wall for ease of bins collection.

### **Waste Holding - General Wet**

A holding area for wet general waste storage. A waste compactor can be located here.

Wall protection should be provided. Homogeneous vinyl or tiles to the floor and walls are acceptable.

If located off an external wall, consider provision of roller shutter on the external wall for ease of bins collection.

### Waste Holding - Paper and Cardboard

A room for holding paper and cardboard waste in bins, awaiting collection. If in a separate room, hand washing facilities should be provided inside the room.

### Waste Holding - Radioactive

The Radioactive Waste Store provides for the safe holding of waste radioactive substances used within the hospital prior to collection by an outside contractor. The room should be lockable.

Additional Design Considerations:

- Radiation shielding to be advised by Radiation Consultant
- The floors and walls should be constructed of a material that is easily decontaminated, with no gaps or crevices
- Vents and traps for radioactive gases should be provided if such are used

## 7 Schedule of Accommodation – Waste Management

The Schedule of Accommodation (SOA) provided below represents generic requirements for this unit. It identifies the rooms required along with the room quantities and the recommended room areas. The simple sum of the room areas is shown as the Sub Total. The Total area is the Sub Total plus the circulation percentage. The circulation percentage represents the minimum recommended target area for internal corridors in an efficient and appropriate design.

Within the SOA, room sizes are indicated for typical units and are organised into the functional zones. Not all rooms identified are mandatory therefore, optional rooms are indicated in the Remarks. These guidelines do not dictate the size of the facilities, therefore, the SOA provided represents a limited sample based on assumed unit sizes. The actual size of the facilities is determined by Service Planning or Feasibility Studies. Quantities of rooms need to be proportionally adjusted to suit the desired unit size and service needs.

The table below shows alternative SOA's for role delineations from RDL 1 to 6 of varying sizes.

Any proposed deviations from the mandatory requirements, justified by innovative and alternative operational models may be proposed within the departure forms included in Part A of these guidelines for consideration by the health authority for approval.

**Waste Management Unit**

ROOM/ SPACE	Standard Component Room Codes	RDL 1 & 2 Qty x m2			RDL 3 Qty x m2			RDL 4 Qty x m2			RDL 5/6 Qty x m2			Remarks
<b>Waste Storage Area</b>														
Bay - Handwashing, Type B	bhws-b-i	1	x	1	1	x	1	1	x	1	2	x	1	Refer to Part D
Bay - Emergency Shower	bese-1-i	1	x	1*	1	x	1*	1	x	1	1	x	1	
Bin Washing Area	NS							1	x	10	1	x	15	Optional. May be done off site.
Store - Clean Bins	stgn-14-i similar stgn-20-i similar	1	x	8*	1	x	10	1	x	15	1	x	30	*Optional
Waste Holding - Clinical	NS	1	x	10	1	x	15	1	x	20	1	x	30	Refrigerated. Includes sharps bin storage
Waste Holding - General Dry	NS	1	x	10	1	x	20	1	x	40	1	x	60	Adjust size if paper, cardboard & recyclable waste to be stored in the room.
Waste Holding - General Wet	NS				1	x	10	1	x	15	1	x	30	Refrigerated.
Waste Holding - Paper and Cardboard	NS	1	x	8	1	x	10	1	x	20	1	x	45	Optional, May be located in General Waste Store
Waste Holding - Radioactive	NS							1	x	10	1	x	15	If Radioactive substances are used in the Facility
Waste Holding - Recyclable	NS							1	x	10	1	x	15	Optional. Maybe located with Paper and Cardboard Storage.
<b>Support Areas</b>														
Loading Dock - Dirty	lodk-i similar				1	x	*	1	x	*	1	x	*	*External area; size as required.
Office - Single Person	off-s9-i off-s12-i				1	x	9	1	x	9	1	x	12	Note 1; Manager
Office - Workstation	off-ws-i				1	x	5.5	1	x	5.5	2	x	5.5	Waste Management personnel. Optional; may be located at HKP
Shower - Staff	shst-3-i							1	x	3	1	x	3	Optional. May be provided in centralised Staff Amenities.
Toilet - Staff (Male/Female)	wcst-i				2	x	3	2	x	3	2	x	3	Separate for male and female
<b>Sub Total</b>		<b>21</b>			<b>61</b>			<b>101</b>			<b>155</b>			

ROOM/ SPACE	Standard Component Room Codes	RDL 1 & 2 Qty x m2	RDL 3 Qty x m2	RDL 4 Qty x m2	RDL 5/6 Qty x m2	Remarks
Circulation %		20	20	20	20	
<b>Area Total</b>		<b>25</b>	<b>73</b>	<b>121</b>	<b>186</b>	

Please note the following:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the Standard Components.
- Rooms indicated in the schedule reflect the typical arrangement according to the sample bed numbers.
- All the areas shown in the SOA follow the No-Gap system described elsewhere in these Guidelines.
- Exact requirements for room quantities and sizes shall reflect Key Planning Units (KPU) identified in the Clinical Service Plan and the Operational Policies of the Unit.
- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit.
- Offices are to be provided according to the number of approved full-time positions within the Unit.

## 8 References and Further Reading

In addition to Sections referenced in this FPU, i.e. Part C- Access, Mobility, OH&S, Part D - Infection Control, and Part E - Engineering Services, readers may find the following helpful:

- Australasian Health Facility Guidelines, Part B Health Facility Briefing and Planning, Rev 4, 2012; refer to website [www.healthfacilitydesign.com.au](http://www.healthfacilitydesign.com.au)
- The Facility Guidelines Institute (US), 2010 Edition. Guidelines for Design and Construction of Health Care Facilities) refer to website [www.fgiguidelines.org](http://www.fgiguidelines.org)
- Waste Management Guidelines for Health Care Facilities - August 1998. (Published Jan 2005), NSW Health, Australia, refer to website <http://www.health.nsw.gov.au/publications>
- Safe management of healthcare waste Version:2.0: England. March 2011, Department of Health, refer to website [www.estatesknowledge.dh.gov.uk](http://www.estatesknowledge.dh.gov.uk)