

Acknowledgements

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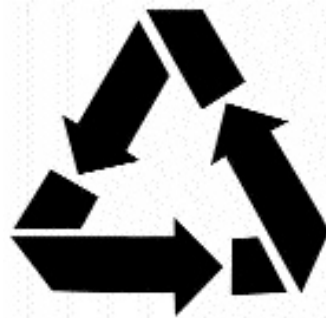
Artwork by Vusi Malindi
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SYMBOLS



Biohazardous waste



Recycle waste



Do not litter

These are common symbols that are used in health care waste management. You can copy these symbols and use them in your health care facility .

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Acronyms

AIDS	Acquired Immunodeficiency Syndrome
CEO	Chief Executive Officer
CoP	Code of Practice
HIV	Human Immunodeficiency Virus
HCGW	Health Care General Waste
HCRW	Health Care Risk Waste
HCWM	Health Care Waste Management
NGO	Non-governmental Organisation

BACKGROUND TO HEALTH CARE WASTE MANAGEMENT AND THIS BOOKLET

Who is this booklet for?

This booklet is for anyone who works with health care waste in a health facility such as a hospital or clinic in Gauteng Province. It is for you, if you are a health care waste officer, an assistant health care waste officer, an infection control nurse, an environmental health practitioner, an occupational health and safety officer, a health promoter, a senior staff member in the cleaning department or if you work in nursing management.



What is this booklet about?

This booklet deals with the question of how to promote awareness of the correct disposal of health care waste in your health facility, occupational health and safety issues as well as care of the environment and recycling. It describes how to organise fun educational or awareness activities in health care facilities to encourage all staff to address these three areas according to the regulations.

Why is this booklet important?

Everyone who lives in South Africa has the right to live and work in an environment that is not harmful to their health and well being. This right is written into our national constitution. Environmental and other related legislation in South Africa aims to ensure that this right can be achieved.



In Gauteng Province there are new regulations for the management and disposal of health care waste. All staff in health facilities who generate, throw out or transport health care waste are legally responsible for disposing of it according to the regulations. The regulations set the standards for health care waste management. Failure to follow the regulations can create a health and safety risk to staff in health facilities, staff at waste disposal sites, as well as the general public. It is not enough for staff to read the regulations. Staff need to know the regulations and put them into practice. This booklet aims to provide some tools to build awareness, skills and positive attitudes towards health care waste management in your health care facility.



If you wish to become more familiar with the regulations, you should read The Gauteng Health Care Waste Management Regulations and The Waste Information Regulations which can be found on the Gauteng Department of Agriculture, Conservation, Environment and Land Affairs (DACEL) website at <http://www.dacel.gpg.gov.za> and at <http://www.csir.co.za/ciwm/hcrw>

You should also read the Gauteng Department of Health Code of Practice for Health Care Waste Management. This booklet describes correct health care waste management practices in a health care facility. Copies are available from the Gauteng Department of Health and the Gauteng Sustainable Health Care Waste Management Project at the website address above. Each health care facility should have its own copy that is made available to all levels of health care facility management.

What information can I find in this booklet?

This booklet provides the following information:

- ◆ A definition of health care waste management
- ◆ A description of the components of an awareness activity
- ◆ A list of important messages that can be communicated using awareness activities
- ◆ Sixteen examples of awareness activities that can be used in your health facility.

How do I use this booklet?

This booklet is a reference book. You should keep it easily available in your workplace and refer to it when you need to organise an awareness activity for health care waste management.

Something to THINK about

The Gauteng Department of Health requires the service provider for health care risk waste to organise awareness activities in collaboration with health care facilities from 2004. This means that all health care facilities will have the opportunity to participate in awareness activities even if there is a shortage of resources such as at a clinic or in a more rural area.

INTRODUCTION TO HEALTH CARE WASTE MANAGEMENT

What is health care waste management?

Health care waste management deals with the safe management of waste produced in health care facilities. All waste produced in a health care facility is said to travel on a journey referred to as the “cradle to grave” journey. The cradle is the beginning point at which the waste is made or generated. An example of this is a bloody swab that gets generated in casualty. The grave is where the waste is finally disposed of. In this example, the bloody swab gets burnt in an off-site incinerator and the ashes are disposed of on a controlled landfill.

What is health care waste?

Health care waste includes all the waste generated within a health care facility. There are two broad categories of waste that are generated and these are:

Health care general waste (HCGW)

which includes papers, packaging, left over foods and flowers. It is similar to your domestic waste at home.

Health care risk waste (HCRW)

refers to all waste that can be considered dangerous or hazardous to either human health or the environment.



What is health care risk waste?

Health care risk waste is separated into nine waste streams or categories. Each stream describes specific types of waste, some of which are identified here:

- ◆ **Infectious waste** – used dressings and swabs, blood bags, soiled linen savers
- ◆ **Sharps** – hypodermic needles, scalpels, infusion sets and blades
- ◆ **Anatomical waste** – organs, placentas, body fluids, human foetuses
- ◆ **Hazardous chemical waste** – flammable solvents, other chemicals used for cleaning
- ◆ **Genotoxic/cytotoxic waste** – outdated drugs, radioactive material used in cancer treatment
- ◆ **Pharmaceutical waste** – drugs, vaccines (unused, expired, spilled)
- ◆ **Radioactive waste**
- ◆ **Pressurised containers**
- ◆ **Waste with high content of heavy metals** – mercury waste (thermometers, blood pressure meters, special batteries)



Each of these health care risk waste streams produces different safety, health and environment hazards. For example, did you know that the incorrect disposal of infectious wastes, such as bloody linen savers, can result in the transmission of infections to people?

The incorrect disposal of sharps, which may carry traces of contaminated blood, can cause cuts and puncture wounds. Many health workers are anxious about needle stick injuries because of the risk of getting an infection such as HIV. It is therefore important that health care waste be separated and disposed of according to its category. For example, sharps must be placed into a rigid, puncture-proof container. All HCRW is taken to a treatment facility for disposal. HCRW is often burnt (incinerated). HCRW must not go to a municipal landfill site.



Sharps must be placed in a rigid, puncture-proof container

What does it mean to separate health care waste?

Health care waste management emphasises the correct separation or segregation of waste at the point where it is generated. Segregation of waste relies on you and your colleagues correctly identifying waste according to its category. You should be aware of the correct type of container to use and how the waste should be transported and stored in your health facility. Correct segregation in your health facility will ensure that the correct disposal of waste, either at a landfill site (for HCGW) or treatment facility (for HCRW), occurs.



Waste should be correctly segregated and correctly transported in a health care facility

Something to THINK about

1. Can you think of the possible hazards resulting from the incorrect disposal of large amounts of infectious waste on to municipal landfill sites?
2. Which people might get exposed to these hazards if HCRW goes to a municipal landfill site?

AWARENESS ACTIVITIES

What is an awareness activity?

Awareness activities are fun educational activities that are used to communicate important information or are used to motivate people to take action. Awareness activities are usually once-off activities that happen on one day or over one week. Awareness activities rarely last longer than one week.

Awareness activities are not the same as training or education programmes. Awareness activities aim to communicate one or two important “messages” or pieces of important information only. Training and education programmes communicate more complex information.

Many people are familiar with awareness days such as “World AIDS Day.” Each year, December 1 is World AIDS Day. The World Health Organisation provides a different theme for this day each year with the purpose of celebrating progress made in the struggle against the epidemic and to highlight the challenges. For the period 2002 - 2003, the theme was “Live and let live” which focused on eliminating the stigma and discrimination facing infected and affected people.

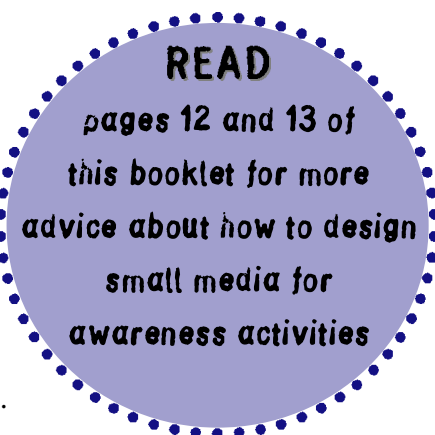
However, awareness days such as World AIDS Day are only successful if they are supported by education and training programmes, such as school and workplace programmes, that provide people with the basic facts about the subject. Education programmes rely on much greater involvement of a facilitator or educator who communicates more detailed information. Your HCRW service provider provides ongoing training in health care waste management.



Common awareness activities

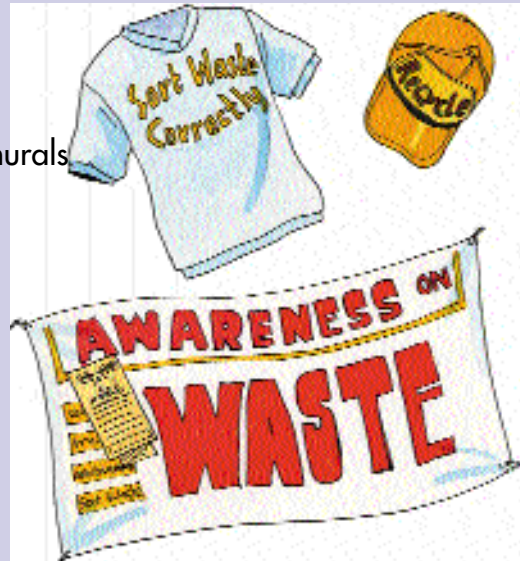
There are no rules about awareness activities although useful guidelines are provided in this booklet. You will find over time that the more unusual and fun your awareness activity, the more likely it is to succeed.

Many people think that awareness activities must involve posters and pamphlets. This is not true. It is often expensive to produce posters and pamphlets. Also they are not always very effective because people often don't read them. Can you think of the last time you read one of the posters on the wall at your health care facility? Posters quickly become part of the furniture and lose their impact unless they are changed regularly. Likewise, many people do not read pamphlets. Pamphlets often are found dropped on the floor and create a litter problem! Making a banner/s, designing and printing T-shirts or stickers and badges is easier and a better use of small media.



Common awareness activities are:

- Competitions
- Public activities such as painting wall murals
- Dramas
- Fun games
- Distributing pamphlets and posters
- Information stalls
- Public talks
- Open days
- Making a banner
- Wearing T-shirts, stickers or badges



Make sure that you select an awareness activity that is manageable in terms of the time and with the resources you have available. Rather choose a simple activity that can easily be implemented than a complex activity that will overwhelm you.

Sponsorship for awareness activities

Awareness activities do not have to be costly. It is possible to create awareness without spending very much money. In fact, awareness activities are often an opportunity to raise money and to get sponsorship. Companies that provide bins, plastic liners or equipment for cleaning may be willing to sponsor your awareness activities. Your service provider and local municipality are excellent partners for your awareness activities.

Preparing for your awareness activity

Preparing for your awareness activity involves identifying the gaps in knowledge, attitude and skill in your health facility. Awareness activities are a good opportunity to address poor attitudes. Some staff might have a negative attitude towards doing waste disposal differently from how they have done it in the past. Some staff might believe that it is not their responsibility. Your choice of awareness activity should contribute to building good health care waste management practice in all areas of your health care facility.

You can identify problem areas in your health care facility by talking to all levels of staff as well as the service provider who removes HCRW from your facility. You will want to know what common problems exist in the management of health care waste so that awareness activities target these issues. There are three areas to focus on when you meet with staff. These are:

- Problems concerned with waste segregation
- Problems concerned with occupational health and safety issues related to waste management
- Problems concerned with the care of the environment and issues such as recycling practices.

You will need to ask questions about problems of segregation, occupational health and safety, care of the environment and recycling. By doing this first, you will avoid awareness activities that are unnecessary. It will help you highlight the most pressing problems. It will also ensure that you choose an activity that gets the support of staff members.

Deciding on the target audience

The staff in your health facility will have different knowledge and experience of health care waste management. Some awareness activities will not be suitable for all staff members. Based on your identification of problem areas, you should be able to decide which staff are linked to specific problem areas and target them with a suitable awareness activity. Some of the target audiences are:

- ◆ Patients and visitors
- ◆ Doctors
- ◆ Cleaners/general assistants
- ◆ Medical staff
- ◆ Non-medical staff
- ◆ Health care facility management.



General assistants are one of the target audiences of awareness activities

Something to THINK about

Think of three problems, linked to each of the three categories listed, that you know of in health care waste management in your health care facility.

1. A problem we have that concerns waste segregation is...

2. A problem we have that concerns occupational health and safety is...

3. A problem we have that concerns the care of the environment and recycling is...

Something to THINK about

Which categories of workers are important target groups for an awareness activity for the three problem areas identified in your health care facility?

Problem Area 1: Waste segregation: Our target groups are...

Problem Area 2: Occupational health and safety: Our target groups are...

Problem Area 3: Care of the environment and recycling: Our target groups are...

Deciding on the message

It is very important to decide what information you wish to communicate during your awareness activity. Remember, your awareness activity can only successfully communicate one or two messages.

In the table on the next page you will find ideas for important messages that need to be promoted. All the messages are very simple and aim to promote no more than one important piece of information. Sometimes you can use these messages as they are written here. Other times you can decide to rewrite the message into catchy slogans to be put on T-shirts or banners.

Awareness activities in health care waste management should focus on promoting messages in three areas. These are:

❖❖ **Waste segregation**

❖❖ **Occupational health and safety**

❖❖ **Care of the environment and recycling**

Each of these three focus areas has its own messages. Sometimes, however, the messages from one area overlap with another e.g. 'Avoid hazards: segregate waste correctly'. As you can see, the first part of the message concerns occupational health and safety, whilst the second part of the message is about waste segregation. There are, however, some basic principles that apply to the presentation of all messages.

- ◆ All messages should be positive and promote positive actions. For example, 'Put medical waste in red liners' rather than 'Do not put medical waste in the black liners'.
- ◆ Where possible, use personal statements such as 'Protect your health'. This helps people understand the personal relevance of the message to their lives.
- ◆ Correctly translate messages into the various languages used in your health care facility.
- ◆ Pre-test your message with a sample or small group of the target audience to check that the message is understood correctly and that the translation is accurate.
- ◆ Avoid highly technical language that people do not understand.
- ◆ Think about the terms you want to use. For example, do you want to use medical waste, biohazardous waste or health care risk waste? Where possible, use terms that are familiar to staff. In your health care facility is it appropriate to refer to red and black liners or red and black plastics?
- ◆ Ensure that the information provided is accurate.
- ◆ Ensure that the message can be read easily.



PUT ONLY MEDICAL WASTE IN A RED LINER

*Ensure that your messages are short
and can be read easily*

Important messages for awareness activities

Waste Segregation

Medical waste goes in red liners

Sharps go in the sharps container

General waste goes in the black liners

Anatomical waste must be placed in a leak-proof container that is labelled 'Anatomical waste'

Waste must be segregated correctly the first time

Put a waste container close to the point of generation

Close all waste containers and liners when $\frac{3}{4}$'s full

General waste that is found with medical waste is now hazardous and must not be removed or re-sorted

Positive supervision rewards good work and is essential to maintaining good segregation

Positive reinforcement of good segregation practices by management is vital

Save money for your health care facility - put general waste in the black liners only

Occupational Health and Safety

Everyone has a right to work in a safe environment

Correct waste segregation is part of occupational health and safety

Protect your health and safety: put medical waste in the red liners

Take action to protect the health and safety of others: segregate waste correctly

Avoid hazards: segregate waste correctly

Avoid hazards: do not re-sort waste that is incorrectly disposed of

Report all needlestick injuries: you have a right to treatment

Get treatment for a needlestick injury: it will protect you from HIV infection

Wear gloves when working with waste

Report poor health care waste management to your supervisor or health and safety representative

Wash your hands after you have finished working with waste

Read the *Code of Practice* and learn how to work safely with health care waste

Team work in health care waste management protects everyone's health and safety

Use all equipment correctly

Clean all bins and stands daily to protect your environment from germs

Protect your health and safety: put sharps in a sharps container

Care of the Environment and Recycling

Recycle cardboard and protect our environment

Recycle glass and protect our environment

Recycling cardboard, glass or paper makes money for our health care facility

Keep our environment safe from hazards: put all medical waste in red liners and medical waste containers only

Reuse paper before throwing it away and protect our environment

Protect our environment from litter: make sure all general waste is put into black liners

Recycling cardboard supports members of our community

Something to THINK about

Using the information provided above, write three key messages for the problems identified in your health facility.

- Message 1: Waste segregation

- Message 2: Occupational health and safety

- Message 3: Care of the environment and recycling

When to organise your awareness activities

It is important to think about when would be the best time to organise your awareness activity. It is important to organise your activity when it will have maximum effect. This can be achieved by organising the activity when it will reach a large number of people or by targeting an area or department in your health facility that is facing specific problems. For example, the awareness activity can be organised for the whole facility, for one or two wards only or for the cleaning department only.

Find out if there are other events being organised in your health care facility that you can contribute to. For example, an open day may be a useful opportunity to set up an information stall about health care waste.

It is a good idea at the beginning of the year to set up a task team that can plan a realistic draft programme of dates of activities for the year ahead. This does not mean that you identify the actual activities. It means that you take into account the calendar of public holidays, key events being undertaken in the facility and other important days that focus on health such as World AIDS Day. This can encourage the co-ordination of events.



Set up an organising task team

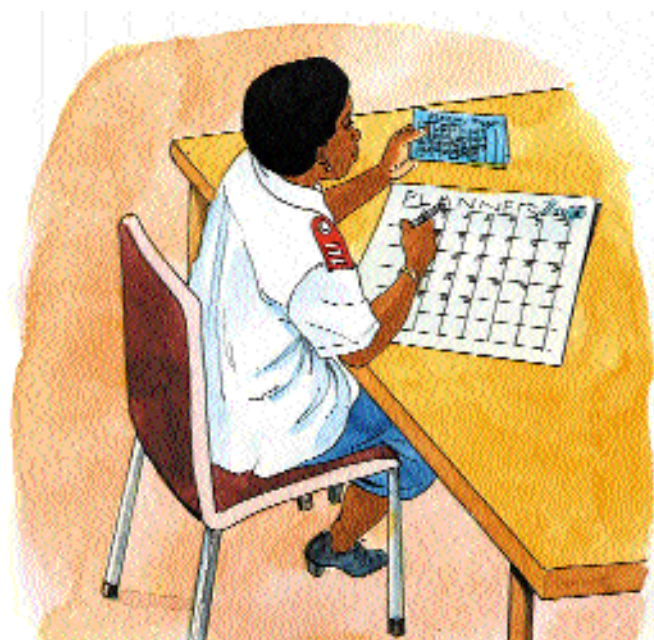
Depending on your health care facility, you might choose to set up a task team that functions for the entire year or you might set up a task team per awareness activity and which disbands on the completion of the activity. Most importantly, you should set up a simple structure to ensure that the awareness activity is successfully undertaken.

To do this, you must:

- ◆ decide who should be involved
- ◆ decide who will facilitate the task team
- ◆ set regular meeting times
- ◆ agree on an action plan
- ◆ delegate tasks to everyone.

In Gauteng Department of Health hospitals and clinics, the designated Health Care Waste Officer or Assistant Health Care Waste Officer has the responsibility to facilitate the planning and implementation of awareness activities for health care waste management. However, this does not mean that other people can not successfully take on this task. For example, an occupational health and safety representative or infection control nurse could do this.

The Gauteng Department of Health HCRW service providers must also plan and support the implementation of one awareness activity per year in each hospital and two per Region to cover all provincial clinic services. Invite your service provider to be part of your organising task team.



Awareness activities need to be planned to ensure that they are effective

What is the awareness activity plan?

This plan is an outline of the course of action you aim to follow to undertake successful awareness activities. It helps you to identify all the tasks that you need to do and the resources that you need in order to do the tasks. The plan is designed so that you can identify who has what responsibilities and to set deadlines for the tasks. Use the awareness activity plan on page 38 in developing your own activities or adjusting those found in this booklet.

The idea of the awareness activity plan is that all task team members should have a paper copy of the plan of action decided upon. They can use it to remind themselves of the task and its related responsibilities. Such a plan is included for all the sixteen awareness activities provided in this booklet.

**COPY
AND USE**
the blank version of the
awareness activity plan
on page 38 of this
booklet

Preparing small media for your awareness activity

Small media are things like banners, posters, flyers or pamphlets, stickers and printed T-shirts. Small media is often used in awareness activities although it isn't always essential. Small media can be costly. It is only effective if it is well designed and well used. Before you print your small media, make sure that you have used a language that is understood by your target group. If you are translating from English, ask someone to read what you have written to check that the meaning and spelling is correct. Once you have decided that you want to use small media, here are some things to think about.

••••• Posters and banners

- ◆ A banner is often more effective than producing posters. Unless the poster is very colourful and well designed, it quickly loses its impact.
- ◆ Banners are easier to produce than a poster because it is easier to paint your slogan or message on to a large piece of material.



••••• Flyers and pamphlets

- ◆ Flyers are simple pamphlets that can easily be produced on a computer and then photocopied.
- ◆ Unless there is a reason for people to keep a flyer or pamphlet, many people throw them away almost immediately. Only produce these if you really need them.
- ◆ If you want to prepare a longer pamphlet then you will need to find someone to help you. Bigger pamphlets will need to be designed and laid out before they can go for printing. Remember to ask someone to help you proof read your pamphlet before it goes for printing. It is very frustrating to find mistakes once your pamphlet comes back from the printers! Always request a quote for design, layout and printing before you start your pamphlet.
- ◆ You must tell your graphic artist and printer the planned size of your pamphlet. For example, if it is A4 or A5 in size, the number of pages you want and whether you want to use colour in your pamphlet and the number of copies you want printed.

It is only worth printing pamphlets if you wish to have a large number of them.

- ◆ It takes time to produce a pamphlet. If you need your small media in a hurry, do not try to make a pamphlet.



Stickers

- ◆ Stickers can be put on people, on books, diaries, over bins and containers. There are lots of ways to use stickers.
- ◆ A local print shop, such as those you find at a shopping mall, will be able to make stickers for you.
- ◆ When you go to the printer, take along the slogan you want written on your sticker. If you have a picture that you also want to use, take that with you. Make sure that the picture is clear. Ask your printer for advice about whether you can use the picture on your sticker.
- ◆ Remember to get a quote for printing your stickers. Tell the printer the size of the sticker you want, the colours you want on it and how many stickers you want made.
- ◆ If you are making stickers to put over or on bins/containers to encourage correct waste segregation, then make sure that these stickers are made of strong adhesive plastic. Check whether the printer can do this. If not, ask him/her to refer you to someone else who can help you. You do not want your stickers to tear or to fall off the wall or container.



Making a T-shirt

- ◆ T-shirts are a useful way to identify the people who are organising your awareness activity. They make people feel part of a team. T-shirts can also be nice prizes.
- ◆ A local print shop such as those you find at a shopping mall may be able to make T-shirts for you, or look in the *Yellow Pages* telephone directory for names of companies who print T-shirts.
- ◆ When you go to the printer, take along the slogan you want written on your T-shirt. Take a picture that you want to use, but make sure that the picture is clear. Ask your printer for advice about whether you can use the picture on your T-shirt. Plan to print something on the front and back of your T-shirt. It is best to have only a few words that can be printed in bold!
- ◆ Remember to get a quote for printing your T-shirts. You will need to tell the printer the size and colour of T-shirts you want, the colour/s you want printed and how many T-shirts you want made.



Other novelties

- ◆ Other novelties such as pens, pencils and key rings can be given away as prizes during an awareness activity. They can make a nice change from stickers. It is also possible to print a short message on such novelties.
- ◆ Ask your local printer or look in the *Yellow Pages* to see where you can have these made. Always get a quote before you decide to proceed.
- ◆ Novelties can be expensive and need to be used wisely.

SIXTEEN

AWARENESS ACTIVITIES TO CHOOSE FROM

The following awareness activities fall within the three focus areas of:

- ◆ **WASTE SEGREGATION**
- ◆ **OCCUPATIONAL HEALTH AND SAFETY**
- ◆ **CARE OF THE ENVIRONMENT AND RECYCLING**

For each activity, you are provided with an awareness activity plan which can be adjusted to suit the particular needs of your task team and health care facility. These activities should inspire you to create vibrant and successful activities that meet the needs of your health facility.

After an awareness activity has been completed, it is recommended that the task team meet to discuss the success and failures of the activity. In this way, problems can be avoided in future activities and the team can build a good understanding of what makes for successful activities.

Evaluation

At the completion of an awareness activity, take time to evaluate your activity to see what worked and what did not. On page 39 you will find a simple evaluation form for your task team to complete. By going through the questions together, it will allow you to talk about your awareness activity and to identify strengths and weaknesses for the future.

You do not need to take much time to do this evaluation.

Use it to bring closure to an activity. It can motivate and guide the task team with future planning.

COPY AND USE

*the blank version of
the evaluation form
on page 39 of this
booklet*

AWARENESS ACTIVITIES FOR WASTE SEGREGATION

There are six examples of awareness activities in this section. These are:

1. An inter-ward competition
2. Lucky draw or raffle
3. An information session with senior management
4. General assistants' tea
5. The production and distribution of stickers
6. Stickers for waste bins

Each awareness activity is accompanied by a description of the activity, the target group and the main messages to be communicated.

You can choose to implement one of these awareness activities in your health care facility. To do this you need to set up your task team and complete the awareness activity plan.

Often the first activity is to produce an outline plan that you can present to others and to senior management to secure their buy-in and co-operation with your plan. This does not have to be a very detailed plan. Plan to write a page about your intentions and then you can attach the completed awareness activity plan.

Something to THINK about

A successful awareness activity is well planned.

Use the colour coding to identify three components of an awareness activity.

the ACTIVITY

the MESSAGE

the TARGET GROUP

Make sure you have thought about all three!

REMEMBER

All of these activities can be adapted to communicate other messages

AWARENESS ACTIVITY

Inter-ward competition

the ACTIVITY This is an inter-ward competition that encourages good segregation practice between ten participating wards. An inspection checklist will be prepared and two health care waste officers from two nearby hospitals will be invited to conduct the inspections.

The inspections will focus on the standard of segregation in all waste containers including containers on the nursing trolley, all sharps containers, containers and liners in the wards and at bedsides and all containers and liners found in the sluice room. The general waste liners and containers will also be examined for evidence of misplaced medical waste.

Participating wards will be informed about the competition but will not be given a date or a time for the inspection. During the inspection, the visiting health care waste officers will ask staff questions about correct segregation practices and the reasons why the correct segregation of waste is important. A prize will be awarded to the ward with the highest standards.

the TARGET GROUP Medical and non-medical staff working in the participating wards

the MESSAGES

1. Medical waste is put in red liners
2. General waste is put in black liners
3. Sharps go in the sharps container



awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management and supervisors of the ten participating wards to get support for the activity	Outline plan on paper		
Organise prizes	Identify likely sponsors (e.g. service provider) Draft letter requesting prizes Draft letter confirming prizes		
Prepare inspection checklist	Draft inspection checklist for judges Finalise checklist		
Identify inspectors for the competition	Draft letter inviting possible judges Draft letter confirming participation of judges in competition		
Conduct inspections	Programme of inspections in the ten wards Refreshments for judges		
Arrange prize giving	Refreshments if necessary		

AWARENESS ACTIVITY

Lucky Draw or Raffle



the ACTIVITY This activity encourages all staff to complete a form with a number of simple questions related to waste. The purpose of the questions is to reinforce the correct segregation of waste. Look at the examples of question sheets on the next two pages. You can use these as they are or you can design your own.

You can also decide whether you would like to have a lucky draw or a raffle. In a lucky draw, staff complete a question sheet and stand the chance of winning a prize. All the completed question sheets are put in a box and a few completed forms are pulled out. These people win a prize. Remember to make sure that staff put their name and contact details on their completed question sheets. Before you award the prize, check that all the answers are correct!

If you need to raise some money to help promote better health care waste management, then you can consider conducting a raffle. For example, you might want to raise some money to print T-shirts or to print stickers to promote better waste management. For this activity, staff should first correctly answer a few questions about waste segregation before they can buy a raffle ticket. Sell your raffle tickets for a small sum of money only. Explain to staff why you want to raise money. Once the raffle tickets are sold, they are put into a box from which a draw is made for prizes.

You will need to collect prizes for both the lucky draw and the raffle. Approach your service provider or another waste-related company to ask them to donate prizes.

the TARGET GROUP All medical and non-medical staff

the MESSAGES

1. Waste must be segregated correctly the first time.
2. General waste that is found with medical waste is now hazardous. It must not be removed or re-sorted.

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management	Outline plan on paper including the management of funds brought in by the raffle (if relevant)		
Collect prizes for the lucky draw or raffle	Identify likely sponsors (e.g. service provider) Draft letter requesting prizes Draft letter confirming prizes		
Draft the lucky draw / raffle question sheet	List of questions for use on the lucky draw / raffle sheet Photocopy enough copies of the question sheet for your activity		
Conduct the lucky draw / raffle	Prepare a box for the lucky draw / raffle question sheets / numbers Collect money raised in the raffle if relevant		
Prize giving	Arrange for a respected staff member to conduct the draw for prizes		

LUCKY DRAW - Waste Segregation

Answer the questions and win a prize!

Put a circle around the correct answer .

1. General waste must be taken out of any red liners for medical waste? **Yes No**
2. It is OK for some medical waste to go into a black liner every now and then?
Yes No
3. I must always segregate waste correctly the first time. **Yes No**

Name: _____ Department: _____

Contact telephone nos: _____



LUCKY DRAW - Waste Segregation

Answer the questions and win a prize!

Put a circle around the correct answer .

1. General waste must be taken out of any red liners for medical waste? **Yes No**
2. It is OK for some medical waste to go into a black liner every now and then?
Yes No
3. I must always segregate waste correctly the first time. **Yes No**

Name: _____ Department: _____

Contact telephone nos: _____



LUCKY DRAW - Waste Segregation

Answer the questions and win a prize!

Put a circle around the correct answer .

1. General waste must be taken out of any red liners for medical waste? **Yes No**
2. It is OK for some medical waste to go into a black liner every now and then?
Yes No
3. I must always segregate waste correctly the first time. **Yes No**

Name: _____ Department: _____

Contact telephone nos: _____

RAFFLE - Waste Segregation

Sheet number: _____

Department: _____

Staff member: _____

1. **General waste must be taken out of the red liners for medical waste?**
Yes No
2. **It is OK for some medical waste to go into a black liner every now and then?** Yes No

Number	Name	Contact number	Answer 1	Answer 2
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

AWARENESS ACTIVITY

Information session with senior management

the ACTIVITY It is very important that senior management is informed about waste management. Through this activity, senior management is encouraged to understand the role that managers play in ensuring good segregation practices. This activity involves organising a short seminar or talk for management about the importance of good supervision practices for health care waste management. You will need to identify a time that is convenient for managers in your health care facility. You will then need to confirm a speaker. Try to find a speaker who is experienced and motivational. Make sure that your information session lasts no longer than one hour. You may also want to provide refreshments.



the TARGET GROUP CEO, medical services senior management, all nursing seniors from areas and units, departmental heads, seniors from cleaning department

the MESSAGES

1. Positive supervision recognises and rewards good work and is essential to maintaining good segregation practices
2. Positive reinforcement of good segregation practice from management is essential

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management - request funds for refreshments and to provide an honorarium for a guest speaker if necessary	Outline plan written on paper Draft letter or meet with CEO to request funds		
Identify guest speaker from relevant organisation or government department to speak about waste segregation and role of supervision	Draft letter inviting participation of speaker Confirm participation in writing		
Prepare guest list and invitations	List senior and other management Draft invitation Request confirmation of participation		
Host information session	Refreshments		

AWARENESS ACTIVITY

General assistants' tea

the ACTIVITY This is a tea for general assistants hosted by senior management to show appreciation for their hard work in waste management and to inform general assistants about what to do when waste is incorrectly segregated. All general assistants and cleaners will be invited to attend a tea where senior management will address them.

Note that this activity also uses messages covering aspects of occupational health and safety.

the TARGET GROUP General assistants, the cleaning department, staff in the central storage area and staff transporting waste around your health care facility



the MESSAGES

1. General waste that is found with medical waste is now hazardous and must not be removed or re-sorted
2. Avoid hazards: Do not re-sort waste that has been incorrectly segregated
3. Report poor health care waste management to your supervisor or health and safety representative

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management and supervisors from the cleaning department to get support for the activity	Outline plan written on paper Outline programme for the tea		
Prepare guest list and invitations	List senior and other management List general assistants Draft invitation Request confirmation of participation		
Brief senior management about speech	Prepare a list of important points (using the messages above to guide you) that must be covered by management during the speech		
Conduct tea	Refreshments		

AWARENESS ACTIVITY

Production and distribution of stickers

the ACTIVITY This activity involves the design and distribution of a sticker that encourages staff to remember to segregate waste correctly. To do this activity you will need a budget for printing. Before you collect quotes for printing costs decide:

- ◆ Who is going to wear your stickers and therefore how many stickers will you need to have printed
- ◆ What size you would like your stickers to be
- ◆ How many colours you want on your stickers.

Get ideas for the slogan on your sticker from your colleagues and from your awareness activity task team. Decide when it would be a good time to distribute your stickers. For example, is there a day in your health care facility calendar when it would be a good time for all staff to be wearing a sticker promoting waste segregation? It could be an open day or a day concerned with occupational health and safety.

the TARGET GROUP All medical and non-medical staff

the MESSAGES

1. Sharps go in the sharps container
2. Put a waste container close to the point of generation



awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity and budget to produce stickers	Outline plan written on paper with costing		
Identify staff from departments to participate in a brainstorm to create good slogans and select 2 or 3 catchy slogans e.g. 'I segregate where I generate'; 'Be sharp about sharps'	List of staff		
Select printers according to procurement guidelines and submit slogans for printing	Procurement guidelines		
Distribute stickers to all staff on arrival at work or at another appropriate time	Stickers		

AWARENESS ACTIVITY

Stickers for waste bins

the ACTIVITY This activity involves putting stickers over bins or stands that are bracketed to a wall. The purpose of the stickers is to reinforce the correct use of the bin or liner. For example, over a bracketed sharps container you could put a sticker saying, 'SHARPS ONLY'. If you have general waste stands that are bracketed to the walls, you could put a sticker saying, 'GENERAL WASTE ONLY' or alternatively, 'THANK YOU FOR PUTTING GENERAL WASTE ONLY'. In public areas of the health care facility you could put up labels over general waste bins/stands which thank the public for using the bins that have been provided such as, 'THANK YOU FOR KEEPING OUR HEALTH FACILITY CLEAN'.



On the inside front cover of this booklet you will see common signs that are used to promote the use of bins. You can use these signs on your stickers. Also, you may need to consider in what language to write your signs. Remember to translate the signs for use in public areas. Read page 12 for more advice about translation. Finally, stickers that are made to be put over bins and stands should be strong. Make sure that they are made of a strong adhesive plastic.

Before you collect quotes for printing costs decide:

- ◆ How many bins/stands you have requiring the different types of sticker
- ◆ What size you would like your stickers to be
- ◆ How many colours you want on your stickers.

the TARGET GROUP All medical and non-medical staff, patients and visitors

the MESSAGES

1. Sharps go in the sharps container
2. General waste goes in the black liners

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity and a budget	Outline plan written on paper with costing		
Identify staff from departments to participate in a brainstorm to create good stickers Conduct a brainstorm and select statements for the stickers	List of staff		
Select printers according to procurement guidelines and slogan statements for printing	Procurement guidelines		
Arrange for stickers to be put up over all relevant bins and stands	Stickers		

AWARENESS ACTIVITIES FOR

OCCUPATIONAL HEALTH AND SAFETY

There are seven examples of awareness activities in this section. These are:

1. A drama
2. A poster display
3. An information stall
4. A cleaner of the month campaign
5. A week about waste
6. An SMS campaign
7. A championship waste game

Each awareness activity is accompanied by a description of the activity, the target groups and the main message to be communicated.

You can choose to implement one of these awareness activities in your health care facility. To do this you need to set up your task team and complete the awareness activity plan.

Often the first activity is to produce an outline plan that you can present to others and to senior management to secure their buy-in and co-operation with your plan. This does not have to be a very detailed plan. Plan to write a page about your intentions and then you can attach a completed awareness activity plan.

REMEMBER

All of these activities can be adapted to communicate other messages

Something to THINK about

A successful awareness activity is well planned.

Use the colour coding to identify three components of an awareness activity.

the **ACTIVITY**

the **MESSAGE**

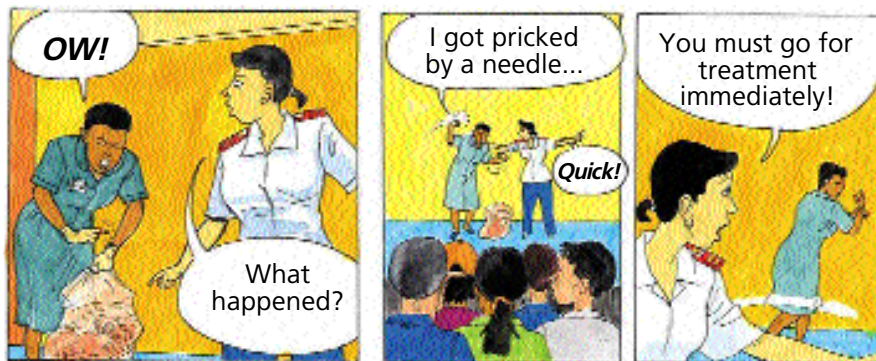
the **TARGET GROUP**

Make sure you have thought about all three!

AWARENESS ACTIVITY

A drama

the ACTIVITY A drama is a very powerful method to discuss any issue related to waste management. Drama can show the real life situation. It can also bring in humour and plenty of singing! This drama will focus on the prevention of needlestick injuries and what to do if a needlestick injury occurs.



Find out who would like to participate in a drama at your health care facility. Then identify someone who can work with a group of volunteers to produce a short drama. Make sure the drama lasts no longer than 15 minutes. Make sure that the facilitator of the drama understands the messages that are to be communicated. It is very important that during the drama the main messages are constantly reinforced and that there are no mixed or confused messages. Before the drama is performed in your health care facility, make sure that someone has watched it to check that all the information given is correct. Because it always takes plenty of rehearsal time to develop a drama, try and plan a schedule of performances for the drama rather than showing the drama at one performance only. You could find out if a neighbouring hospital or clinic would like to have the drama performed.

the TARGET GROUP All medical and non-medical staff

the MESSAGES

1. Sharps go in the sharps container
2. Report all needlestick injuries: You have a right to treatment
3. Get treatment for a needlestick injury. It will protect you from HIV infection

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan written on paper		
Identify someone who can lead the development of the drama			
Use internal communication channels to invite interested staff to participate in the drama	List of names		
Meet with interested staff to brainstorm ideas for the drama	A message brief for the play A schedule for rehearsal meetings		
Collect props for the play	Props, costumes		
Perform the play for staff	Venue, schedule of performances, refreshments for actors		

AWARENESS ACTIVITY

Poster display



the ACTIVITY This activity will generate a display of posters about the occupational health and safety hazards of poor health care waste management. It can be a project for health sciences' students who are on placement in your health care facility or for art students at a neighbouring school or tertiary institution. To help you facilitate the project, you will need to find an art teacher who is keen to be involved. With the art teacher, you can talk to the students about how occupational health and safety is protected through good waste segregation and through proper cleaning of all bins and stands. Arrange for the students to visit your health care facility to see how waste should be managed. You may need to ask for paper and paint to be donated by the participating sponsor or by an outside organisation or business.

Once all the pictures are ready for display, you will need to find board on which to mount them. Display boards are often available from Regional and Provincial Departments of Health. Arrange that your display will be put up in a central venue in your health care facility. Make sure you organise security for the display so that the pictures are not damaged or the display boards lost.

the TARGET GROUP All medical and non-medical staff patients and visitors

the MESSAGES

1. Everyone has a right to work in a safe environment
2. Correct waste segregation is part of occupational health and safety
3. Clean all bins and stands daily to protect our environment from germs
4. Wear gloves when working with waste

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify possible educational institutions or health sciences students at your health care facility who may participate	List of institutions Draft letter if necessary inviting a class from the institution's health science department or art department to design posters focusing on occupational health Draft letter confirming participation		
Identify an art teacher who is willing to facilitate the project	Arrange sponsorship or donations for paper and paint for the project		
Arrange a visit to the health care facility	Prepare information for students about occupational health and safety hazards related to waste		
Arrange for display boards	Letter requesting display boards		
Open the display	Select dates to show the display Security for the display		

AWARENESS ACTIVITY

Information stall

the ACTIVITY This is an easy activity to plan and implement. Information stalls are a good place to talk to your colleagues about any aspect of health care waste management. Make sure that your stall/s are in location/s that are used by plenty of people. You can hold many activities at your stall. These include demonstrations of how to use equipment correctly, a lucky draw (see the activity on page 17 of this booklet) or give out stickers (see the activity on page 22). Think of a way to attract people to come and look and ask questions at your stall. Make sure that all the people working behind your stall are able to answer questions correctly.



At this stall you are going to talk to people about the importance of knowing about the Code of Practice. You will let people know where they can find a Code of Practice and how to report a problem in health care waste management. You will also demonstrate the form that must be completed when an acci-

the TARGET GROUP All medical and non-medical staff

the MESSAGES

1. Read the Code of Practice and learn how to work safely with health care waste
2. Report poor health care waste management to your supervisor or health and safety representative
3. Use all equipment correctly

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify well informed staff, who can communicate well, to run the information stall/s	List of names		
Identify what equipment, forms and other items are required for the information stall/s	List of items to be used at the stall/s		
Hold a meeting with all staff working on the stall/s to discuss what information you will discuss with staff	Information sheet		
Advertise the date and time of your information stall/s at internal staff meetings			
Conduct the information stall	Table for stall Equipment, booklets, forms etc to display at the stall		

AWARENESS ACTIVITY

'Cleaner of the month' campaign

the ACTIVITY General assistants and cleaners are the backbone of the health care waste management system. This activity aims to highlight the importance of their essential work through a 'Cleaner of the month' campaign. Big companies often run a regular campaign to highlight their worker of the month.



Each month of the campaign, select the cleaner who shows dedication to his/her work, who strives for high standards of hygiene and who wears the correct protective clothing. Display his/her photo for the month in an appropriate place in your health care facility where plenty of people can see his/her achievement. Remember that the photograph should be of a reasonable size so that everyone can easily see the winner.

This activity can run for one month or for many months. A 'Cleaner of the month' campaign is an excellent opportunity to remind general assistants and cleaners about the standards for health care waste management. Use the campaign as an opportunity to talk to them about the standards set in the Code of Practice. Think of other ways to reward the winning general assistant. For example, the general assistant could be given his/her photograph to keep once the picture has been displayed for a month. Alternatively, a letter could be sent to the winner signed by the CEO acknowledging his/her achievements.

the MESSAGES

1. Clean all bins and stands daily to protect your environment from germs
2. Read the Code of Practice and learn how to work safely with waste
3. Wear gloves when working with waste

the TARGET GROUP General assistants and cleaners

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify photographer and display board/space/frame for campaign	Find out costs for photographs and motivate for budget Make a sign saying 'Cleaner of the month' to be displayed at the place where the photograph will be exhibited		
Identify which staff members will inspect, monitor and assess the work done by cleaners	List of staff		
Identify criteria for selection of 'Cleaner of the month'	Checklist of criteria including: - dedication to work - strives for high standards of hygiene - wears correct protective clothing		
Meet with cleaning department to explain the activity, what criteria will be used and the duration of the activity			
Start campaign	Display photograph of the first 'Cleaner of the month'		

AWARENESS ACTIVITY

A 'week about waste'

the ACTIVITY Adopt a 'week about waste' for your health facility. Agree to start every meeting, including senior management meetings, by discussing occupational health and safety aspects of health care waste management for one week only. Prepare information sheets and discussion points. Use the Code of Practice to help you. Make sure that each discussion lasts only 10 to 15 minutes. To help plan your information sessions, select a message/s for each day. Remember to think about questions that you may be asked and how you will answer them.

To prepare for this activity, you will need to produce a timetable of all the management meetings happening in one week in your health care facility. Then identify who will be able to speak at each meeting. Prepare the information sheets together with the speaker so that everyone is clear about the topic to be discussed. If there is a budget available for your activity, you could hand out stickers with a suitable slogan or give out pens reminding managers about the importance of the Code of Practice and occupational health and safety.

the TARGET GROUP Senior management, area and unit supervisors and departmental heads

the MESSAGES

- Day 1 - 1. Everyone has a right to work in a safe environment
2. Read the Code of Practice to learn how to work safely with waste
- Day 2 - 3. Take action to protect the health and safety of others: segregate waste correctly
4. Protect your health and safety: Put sharps in a sharps container
- Day 3 - 5. Teamwork for health care waste management protects everyone's health and safety
- Day 4 - 6. Use equipment correctly
7. Close all liners when ³/₄'s full
- Day 5 - 8. Clean all bins and stands daily to protect your environment from germs

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Prepare a timetable for all the management meetings taking place in one week	List of meetings		
Identify speakers for each meeting on the timetable	List of names		
Draft information sheets and discussion points for each day	<i>Code of Practice</i>		
Produce stickers or other materials if budget is available (refer to the activity on page 13)			
After the week, speak to chairpersons and managers to determine the value of the activity			

AWARENESS ACTIVITY

SMS campaign



the ACTIVITY This is another easy activity to plan and implement. It is only appropriate for members of staff who regularly carry and use cell phones or pagers, such as doctors.

Think carefully about three key messages that you would like to communicate to your target group. Then write down three short SMS messages. Try to make the messages positive and ask permission from the CEO to send out the message in his/her name. For example:

“The CEO thanks you for always segregating waste correctly and protecting the health and safety of all our staff”

or

“The CEO urges you to report all problems with waste to the unit supervisor or health and safety representative”

or

“The CEO requests that you take time to thank general assistants and nursing staff for high standards in health care waste management and cleanliness where you see that things are well done.”

You will also need to collect a list of names and cell phone or pager numbers before you can send out your message. Do not send more than one message in a week. It is important that people are not irritated by your campaign.

the TARGET GROUP Doctors

the MESSAGES

1. Correct waste segregation is part of occupational health and safety
2. Report poor health care waste management to your supervisor or health and safety representative
3. Teamwork in health care waste management protects everyone’s health and safety

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Collect lists of names and cell phone or pager numbers	List of doctors’ names and cell phone or pager numbers		
Brainstorm the SMS message to be used			
Arrange for someone to send out one message a week at about the same time every week for three weeks			
Ask for feedback from doctors about your SMS campaign			

AWARENESS ACTIVITY

Championship Waste Game

the ACTIVITY The Waste Game shown on page 33 of this booklet can be used for training sessions about health care waste. However, it can also be used in different ways as an awareness activity.

The instructions for how to play the game are written on page 32. The game promotes all aspects of good health care waste management with an emphasis on waste segregation and occupational health and safety. For example, it can be used in the following ways:

- ◆ Longest number of hours of play:
Arrange a sponsored play of the game in your health care facility. Ask your service provider or another company to sponsor you if you succeed in playing the game non-stop for 5-8 hours. Perhaps they could undertake to provide more general waste bins or other equipment if you succeed in your challenge. To do this you will need a timetable of players. For example, each ward or department could undertake to play the game for half an hour non-stop to contribute to your challenge. Make sure that your sponsor gets to check on your progress. You could also arrange to take some photographs and to get some media coverage of your event.
- ◆ Life size waste game:
For this activity you need to find a central venue in your health care facility with plenty of floor space. Draw out the shape of the game using chalk or tape on the floor. Then mark in every block exactly like the game shown on page 33. The blocks must be big enough for two or three people to stand together. In each block, tape pieces of paper with the numbers and instructions written clearly and boldly so that they can be read easily. To play the game you will need a dice and between two to four volunteers. The game is played exactly the same way as it is with counters or buttons, except that this time the people themselves move along the blocks in the game rather than the counters. Make sure that you do this activity in a venue where there are plenty of spectators.

the TARGET GROUP All medical and non-medical staff

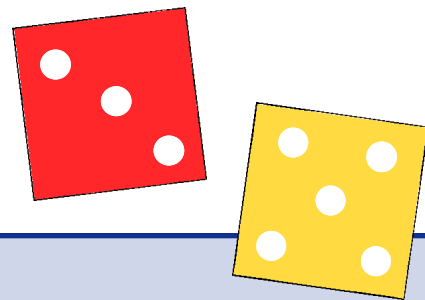
the MESSAGES

1. Correct waste segregation is part of occupational health and safety
2. Avoid hazards: Segregate waste correctly
3. Report poor health care waste management to your supervisor or health and safety representative



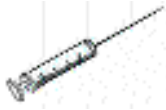
awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity Canvas other staff for support if playing in every ward and department	Outline plan on paper		
Identify sponsors if necessary	Identify likely sponsors e.g. service provider Letter requesting sponsorship Letter confirming sponsorship		
Prepare resources to play game	Make copies of game for each ward and department Collect enough counters and dice or Collect tape or chalk and a dice Prepare the text for each block		
Prepare a timetable for playing the game if playing in all wards and departments			
Conduct the activity	Arrange photographer and media publicity if appropriate		









How to play the **Waste Game**:

1. To play, you will need a dice and a different coloured button or counter for each person. If players are playing the life size version of the waste game, the players themselves will act as the counters.
2. Each person will move forward according to the number shown on the dice. For example, if a player throws a two, he/she moves forward two blocks.
3. Each player must follow the instructions of the block they land on. If the block says: 'You put sharps in the sharps container. Go forward four blocks', then the player must move forward four blocks. If the instruction says: 'Move back three blocks', then the player must move back three blocks.
4. The winner is the first person to reach the end!



THE WASTE GAME



START								
1		5 You forget to thank the general assistant for cleaning the bins in your ward. <i>Go back two blocks.</i>	6 You do not report a sharps container without a lid. <i>Go back two blocks.</i>	7 You report a red liner that has split open. <i>Go forward three blocks.</i>				
2 You put sharps in the sharps container. <i>Go forward two blocks.</i>	3	4			8			
				9 You attend training about how to segregate waste <i>Go forward one block.</i>	10	11 You put a soiled nappy in a bin with a black liner. <i>Go back three blocks.</i>		
20 You put a drinks can into a red liner. <i>Go back one block.</i>	19	18					12 You put a needle and syringe into a red liner. <i>Go back to the start.</i>	
21		17 You do not report a needle stick injury to your supervisor or safety representative. <i>Go back four blocks.</i>	16	15	14 You show the doctor on your ward the bin with the red liner for latex gloves. <i>Go forward two blocks.</i>	13		
22 Bins are clean and the area is tidy. <i>Go forward two blocks.</i>	HOW WELL DO YOU HANDLE YOUR WASTE?							
23 You put old papers in a red liner. <i>Go back two blocks.</i>	24	25 You tell new staff what general waste is. <i>Go forward three blocks.</i>			29 You drop a needle and syringe on the floor. <i>Go back three blocks.</i>	30 You read the <i>Code of Practice</i> for Waste booklet. <i>Go to the end!</i>	Congratulations! You know how to handle waste.	
						END		
	26	27 You learn the name of the Health Care Waste Officer. <i>Go forward one blocks.</i>	28					

Rules:

1. Two to four people may play the game.
2. To win, you must land on the last block. For example, if you throw a five, and you only need a three to finish, you must count back for two blocks.

AWARENESS ACTIVITIES FOR CARE OF THE ENVIRONMENT & RECYCLING

There are three examples of awareness activities in this section. These are:

1. Making cardboard models
2. Arranging an exhibition by an external company
3. A school's painting and mural competition

Each awareness activity is accompanied by a description of the activity, the target groups and the main message to be communicated.

You can choose to implement one of these awareness activities in your health care facility. To do this you need to set up your task team and complete the awareness activity plan.

Often the first activity is to produce an outline plan that you can present to others and to senior management to secure their buy-in and co-operation with your plan. This does not have to be a very detailed plan. Plan to write a page about your intentions and then you can attach a completed awareness activity plan.

REMEMBER

All of these activities can be adapted to communicate other messages

Something to THINK about

A successful awareness activity is well planned.

Use the colour coding to identify three components of an awareness activity.

the ACTIVITY

the MESSAGE

the TARGET GROUP

Make sure you have thought about all three!

AWARENESS ACTIVITY

Making cardboard models

the ACTIVITY Many health care facilities send cardboard for recycling. In this activity, make a model out of cardboard to promote the importance of recycling cardboard. Encourage all wards and departments to be creative and make a model. Even patients may be happy to participate in this activity. Make sure that each participating ward and department has enough cardboard boxes. You may also need to provide glue, sellotape and paint. Provide a short information sheet about the importance of recycling to help wards and departments plan their models. Allow one week for the completion of the models.



Display the finished models in your health care facility. Present a prize for the best model.

the TARGET GROUP All medical and non-medical staff, patients and visitors

the MESSAGES

1. Recycle cardboard and protect our environment
2. Recycling cardboard makes money for our health care facility and/or recycling cardboard supports members of our community

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Secure prizes	Identify likely sponsors e.g. recycling company Draft letter requesting prizes Draft letter confirming prizes		
Prepare information sheet about the activity and the reasons why recycling is important	Photocopying		
Distribute materials for model making	Cardboard, sellotape, paint, glue		
Identify judges for the competition	List of names		
Display the models and award prizes to the winners	Refreshments for judges		

AWARENESS ACTIVITY

An exhibition by an external company

the ACTIVITY Specialist recycling companies or environmental NGOs often have display boards, videos or other materials about the value of recycling. Ask a recycling company to put up a display or exhibition or show a video in your health care facility about the advantages of recycling cardboard, paper and glass. Arrange a time when there are plenty of people to visit the exhibition or to watch the video.

Make sure that if an exhibition is left up in your health care facility that there is adequate security to protect the display from damage.

the TARGET GROUP All medical and non-medical staff, patients and visitors



the MESSAGES

1. Recycle cardboard, paper and glass and protect our environment
2. Reuse paper and protect our environment
3. Recycling makes money for our health care facility

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify a recycling company to provide an exhibition or video	Draft letter of request Draft letter of confirmation		
Prepare internal circular for staff about the exhibition or video presentation			
Host the exhibition or video presentation	Refreshments for visitors from recycling company		

AWARENESS ACTIVITY

Schools painting and mural competition

the ACTIVITY Good health care waste management not only protects the health and safety of workers and patients in a health care facility but it also ensures that medical waste does not contaminate our environment. If medical waste goes to a landfill site then children and/or waste pickers at the site can be exposed to this waste because of other people's negligence. It also results in hazardous waste from your health care facility contaminating the environment. This activity aims to make staff, patients and visitors aware of the dangers of negligence.

Host a local school/s painting competition about the dangers of medical waste on landfill sites. Approach your hospital or clinic board for help. The activity is a good opportunity to inform this important structure about your commitment to better health care waste management. It will be easier for community leaders from your board to secure the support of a local school/s. At the school, identify which children will participate in the competition. Then show these children either a video or pictures of a landfill site and pictures of medical waste. Then ask the children to paint a picture about what they have learnt. You may need to provide paper and paint.

When the paintings are complete, arrange for someone to judge the pictures. Ask your judge to select the picture that best communicates the problems of medical waste being found on a landfill site. Then find an artist who will volunteer to paint the winning picture as a mural on a large wall inside your health care facility. Remember to involve the winning school artist in the reproduction of his/her painting. Again, you may need to get the paint donated. A local tertiary institution with an art department may be interested to involve their students in your project.

the TARGET GROUP Local school children, patients, visitors, all medical and non-medical staff

the MESSAGES

1. Keep our environment safe from hazards
2. Put all medical waste in red liners
3. Put sharps in sharps containers only

awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Speak to your hospital or clinic board Meet with local school	Outline plan		
Identify possible judges	List of names		
Brief children about the painting competition	Video of landfill site Pictures of medical waste Paper and paint		
Arrange for artist to complete mural	Letter of request to local tertiary institution Paint		
Thank you letter to all participants	Letter to hospital or clinic board Letter to participating school Letter to mural artist/s		

AWARENESS ACTIVITY PLAN

Description of Awareness Activity: _____

Date of commencement: _____

Target group/s: _____

Task team: _____

Message: _____

Date of completion: _____

Tasks to be completed	Resources needed	By when	By who

EVALUATION OF AWARENESS ACTIVITY PLANS

Activity name: _____

Date: _____

In your task team, discuss the following questions:

1. Do you feel satisfied with the awareness activity?

If no, why not?

If yes, why?

2. Did you get good feedback from staff?

Discuss some of the feedback and list what should be remembered for future planning:

3. Did you follow the activity plan that you drew up?

If no, what changes did you make? List these:

4. Did staff actively participate in the activity?

If no, why not?

If yes, why?

5. Was the small media (e.g. stickers) used, successful?

What were the reasons?

6. Are you ready to identify another activity and begin working on it?

If so, what is it?