

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				
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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		