

N°3 Safe Work Procedure - High Protective Precautions Unit (HPPU) HSC - JK3

Name of Task: Waste Management Storage and Removal Ebola Virus Disease (EVD) (Biomedical Waste)					
This document is based on the Infection Prevention & Control Management (IP&C) of Level IV Pathogens Operational Directive in conjunction with WRHA Occupational and Environment Safety & Health (OESH)					
Position/Job: Healthcare Worker (HCW) one in the hallway and an Assistant HCW in anteroom					
Equipment and/or Tools required: Category A label UN2814 with class 6.2; Incinerate Only” sticker; TDG waste requisition, barrel dolly,	Personal Protective Equipment Required: Disposable scrubs, fluid-resistant coveralls with attached hood, impermeable gown(s), long Nitrile gloves with secure cuff (1 Blue and 1 Green), dedicated shoes, fluid-resistant shoe/leg covers, N95 respirator, Procedure/Surgical mask for HCW in Anteroom, full face shield, overshoes (single use) if slipping hazard is anticipated, bib attachment on full face shield (ONLY if deemed necessary by the monitor), White hood (ONLY if deemed necessary by the monitor). Note: Housekeeping will also have Marigold gloves.				
Potential Hazards: Potential Blood/Body Fluid Exposure from contaminated EVD Biomedical Waste. Musculoskeletal Injuries from bending, reaching and carrying. Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor. Routine management for regular waste disposal is sufficient as red waste receptacles have been cleaned.					
Training and Proficiency: All staff must be trained in this safe work procedure prior to assignment of working in areas with patients under investigation, as well as probable and confirmed cases of EVD. Supervisors must ensure that workers are trained and follow this safe work procedure including but not limited to these four categories. <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Routine Practices</td> <td><input type="checkbox"/> Personal Protective Equipment</td> </tr> <tr> <td><input type="checkbox"/> Read Procedure and Sign</td> <td><input type="checkbox"/> Demonstrated Competency</td> </tr> </table>		<input type="checkbox"/> Routine Practices	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Read Procedure and Sign	<input type="checkbox"/> Demonstrated Competency
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Steps to be taken to complete task safely:					
1.	Contacting Required Departments. <ul style="list-style-type: none"> • Request a HCW from JK3 to assist in the removal of confirmed EVD biomedical waste. • If no Healthcare Workers (HCW) are available on JK3, the Monitor will direct the JK3 clerk to contact Housekeeping at 204-787-3308 to arrange transferring of possible Biomedical Waste from patient room to designated storage room (one room per patient) on JK3. • If the patient’s results come back negative for EVD, the Biomedical Waste may be disposed of as per regular biomedical waste removal procedures. The Monitor will direct the clerk to contact Supply and Distribution at 204-787-1894 or Internal Distribution Manager at 204-787-8617 to come and remove the regular biomedical waste. • If the patient’s results come back positive for EVD, follow the procedures below. <ul style="list-style-type: none"> ○ The JK3 Monitor will direct the clerk on JK3 to contact the Adult Emergency Department (CRN) Nurse Supervisor at 204-250-9070 to confirm that patient flow is low and that the EVD Biomedical Waste transportation route will be closed down. <ul style="list-style-type: none"> ▪ NOTE: If patient flow is high, arrange for alternate time. When EVD Biomedical waste removal is confirmed, ED must contact EMS Dispatch and notify them of the lock down and to initiate alternate route of arrival in HSC. EMS Dispatch must be reminded to inform MTCC as well. ○ When confirmation is given that patient flow is low in the Adult Emergency Department, the JK3 Monitor will direct the clerk on JK3 to contact the Warehouse Manager at 204-787-4596 and arrange to have the EVD Biomedical Waste removed from the Health Sciences Centre. The clerk must give the total number of Blue and Red UN barrels/pails that are to be removed from the facility. 				

	<ul style="list-style-type: none"> ○ Once Daniels has confirmed the pick-up time, the JK3 clerk will contact Housekeeping at 204-787-3308 to arrange a time that they will be required to remove the EVD Biomedical Waste and disinfect the hallway and/or elevator after all transportation of EVD Biomedical Waste is completed. ○ The JK3 clerk will contact Security Services 204-787-4567 to come and lock out the EVD Biomedical Waste transportation route including elevator #1. They will also have a monitor, a Housekeeper and a Security Officer in PPE who will follow the designated HCW who is transporting the EVD Biomedical Waste to ensure that no one interferes with the transportation. ○ Warehouse Manager is to contact Craig Pats from Daniels at 204-583-3963 for pickup of the UN drum(s)/pail(s) with the EVD biomedical waste ○ Warehouse Manager or Warehouse Shipper is to complete the TDG documentation.
2.	<p>Removing UN Containers with EVD Biomedical Waste from Patient Room to storage Room on JK3</p> <ul style="list-style-type: none"> • Everyone assisting (Security, Monitor, Housekeeping, and HCW doing the transport) with the transportation of the EVD biomedical waste must be wearing the PPE equivalent to an Assistant HCW. • Monitor will direct Assistant HCW to enter to the anteroom (if they are not already in the room). • Monitor will open and hold the hallway door to the anteroom. • HCW designated to transfer the EVD biomedical waste moves the dolly and places the nose prongs at the base of the Blue UN drum. • Push the top of the dolly towards the Blue UN drum and lower the adjustable hook to secure the rim of the drum. • As you pull down on the handles to tilt the dolly, also step on the axel bar on the back wheels for greater leverage. • Tilt the dolly down all the way until it is supported by all four wheels and remove it from the anteroom. • Monitor let the door to the anteroom close after the dolly moves away from the door. • Monitor opens and holds the storage room door. HCW enters storage room with EVD biomedical waste. • Separate all UN Blue Barrels and UN Red Pails from other patient's biomedical waste by designating specific storage rooms on JK3 for each patient. Mark which EVD biomedical waste belongs to which patient room. • Move the dolly up to a pallet (only 2 Blue UN drums centered on a pallet) and place it on top by tilting the dolly up and forward, then unlatch the adjustable hook that was holding onto the rim of the Blue UN drum. • Move the dolly away from the pallet and move the dolly and place the nose prongs at the base of a new empty Blue UN drum. • Push the top of the dolly towards the Blue UN drum and lower the adjustable hook to secure the rim of the drum. • As you pull down on the handles to tilt the dolly, also step on the axel bar on the back wheels for greater leverage. • Tilt the dolly down all the way until it is supported by all four wheels. • Bring the new Blue UN barrel to the anteroom that has a patient. • Monitor will open and hold the hallway door to the anteroom. • HCW designated to transfer the EVD biomedical waste moves the dolly and places the nose prongs at the base of the Blue UN drum. • Push the top of the dolly towards the Blue UN drum and lower the adjustable hook to secure the rim of the drum. • As you pull down on the handles to tilt the dolly, also step on the axel bar on the back wheels for greater leverage.

- Tilt the dolly down all the way until it is supported by all four wheels.
- When the monitor gives the signal, carefully maneuver the dolly into the anteroom and place the Blue UN drum onto the AHP soaked walk-off mat closest to the hallway. Tilt the dolly up and forward and unlatch the adjustable hook that was holding onto the rim of the Blue UN drum.
- Remove dolly from the anteroom and place it back in the designated storage room.
- Exit the anteroom and the Monitor let the door to the anteroom close.
- Take the dolly back to the storage room and wipe it down with AHP wipes.
- Unit staff will Label the Blue UN barrel and/or the Red UN pail with confirmed EVD biomedical waste with a **UN2814** with class 6.2 category "A" label as well as an "Incinerate Only" sticker. Place stickers onto the Blue UN Drum in storage.

3. Transferring Confirmed EVD Biomedical Waste from the JK3 to Ambulance Bay

- Wait for confirmation that the Daniels truck has arrived and is in the ambulance bay.
- Request a HCW from JK3 to assist in the removal of confirmed EVD biomedical waste.
- If no HCW are available on JK3, the Monitor will direct the JK3 clerk to contact Housekeeping at 204-787-3308 to arrange transferring confirmed EVD Biomedical Waste from the storage room to the ambulance bay. Also request a Housekeeper to follow and clean and disinfect all floors along the path the EVD waste travels to the ambulance bay.
- The JK3 Monitor will direct the clerk to contact Security Services at 204-787-4567. Security shall close and secure the path of travel for the EVD Biomedical waste between JK3 and the ambulance bay (hallways and elevator until all the floors have been completely disinfected by HouseKeeping).
- Transport (using pallet jack) the UN drum with 2 Blue UN Drums (on a pallet) containing EVD biomedical waste from JK3 & JL3 to Elevator #5 in Ann Thomas Building. (Note: Security will lock out elevator)
- Take the elevator to level one and then proceed left towards the ambulance bay.
- Place the pallet with confirmed EVD Biomedical waste by the Daniels truck lift system (the Daniels driver will load the pallet onto the truck lift and into the truck).
- Once the UN drum is unloaded, move the pallet jack to the designated disinfection area and disinfect with Accelerated Hydrogen Peroxide (AHP) wipes and allow to air dry before reuse.

Note: If there is a leak or spill of any EVD biomedical waste while transporting it, immediately follow the Code Brown procedures and indicate EVD biomedical waste.

4. TDG Documentation

- The JK3 Monitor will direct the clerk to contact the Manager of Materials Handling at 204-787-4596 to inform the manager that the Daniels truck has arrived.
- The Warehouse Manager or Warehouse Shippers will bring the TDG documentation to the ambulance bay once the Daniels truck arrives to have them sign off on the TDG documentation.

Should you have an exposure to BFF follow the EVD Blood/Body Fluid Post Exposure Protocol

Responsibilities

Managers/Supervisors: Ensure all duties are performed in accordance to training, established health and safety and IP&C regulations/guidelines, policies and procedures (e.g. following safe work procedures)

Staff performing task: Perform task in accordance to training, established health and safety and IP&C

regulations/guidelines, policies and procedures (e.g. following safe work procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Note: this task will be monitored periodically to ensure compliance and safety

Completion and Review

This safe work procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date

<p>Created/Completed Date: August 28, 2014 Infection Prevention & Control Management of Ebola Virus Disease Operational Directive</p>	<p>Created/Completed By: IP&C , WRHA - OESH, HSC Housekeeping Services</p>	<p>References: Infection Prevention & Control Management (IP&C) of Ebola Virus Disease Operational Directive – Oct. 23, 2014 - Section 0. Waste Management, Subsection xi</p>
<p>Last Revision Date:</p>	<p>Last Revision By:</p>	<p>Health and Safety Committee Consultation</p>