

BEAS HOSPITAL

Sub: Minutes of the Bio-Medical Waste Management Committee Meeting

1. A meeting of the Bio-Medical Waste Management Committee of the Hospital was held on 23-March-2023 at 3 pm under chairmanship of the undersigned for the half year ending 30-June-2023. The following members were present:

Name	Designation
Ms. Neena Sharma	Matron
Mr. R.K Soni	OIC Stores
Ms. Gurpreet Kaur Bhatia	Nursing Sister
Ms. Kamla Gill	Nursing Sister
Ms. Rajbir Sidhu	Nursing Sister
Ms. Veena Devi	Nursing Sister
Ms. Sharanjeet Kaur	Nursing Sister
Ms. Rupinder Kaur	Nursing Sister
Mr. Mohinder Kumar	Incharge House Keeping

2. The following points were discussed:

- a. Training of all staff and helpers involved in handling Bio-Medical Waste has been carried out in a phased manner during the last six months. A record of details of personnel trained is being maintained centrally. 145 personnel were trained in batches of 12-15 each.
- b. Yearly health checkup of all personnel handling Bio-Medical Waste is being carried out and up to date records maintained.
- c. Training of new entrants to the hospital was reviewed. Those whose training was due were identified and their names included in the training schedule for the half year ending June 2023.
- d. Precautions to be taken while handling Covid-19 cases were discussed in detail and guidelines for safe disposal of used PPE, masks, gloves, etc. were emphasized. Guidelines issued by the Government about Covid-19 waste management protocols were discussed and reinforced.
- e. Schedule of training of staff during the next half year was finalized and intimated to all concerned.

- f. The last audit(s) carried out to check the efficiency of Bio-Medical Waste collection, transport, storage and disposal procedure in the hospital were ratified and detailed procedure for the next audit was drawn up.
- g. The quality of the different colour-coded non-chlorinated bags used in the Bio-Medical Waste management was checked and it was clarified that replacing them with compostable bags is still pending.
- h. Members were requested to bring out any practical difficulties encountered in the training and allocation of man power and disposal procedure of Bio-Medical Waste and to suggest/take appropriate remedial measures.
- i. All personnel involved in handling Bio-Medical Waste are being continuously instructed to exercise due care in the discharge of their duties so that the chances of occurrence of any accidents/spill is minimized. SOP of spill management was reiterated for everyone's benefit.
- j. All functionaries were requested to remain vigilant in the performance of their duties and ensure that updated guidelines of Bio-Medical Waste disposal are strictly followed at all times.
- k. The importance of wearing PPE, masks & gloves, frequent hand washing for at least 20 seconds at a time and maintaining social distancing are vital in the fight against Covid-19.
- l. There being no further points, the meeting was declared closed and it was decided that the next meeting would be held in September 2023.

Shakti Nand
for Dr. Lalit Kapur
Chairman-Bio Medical Waste management Committee

Distribution: All Concerned

CC: Chief Administrator

CC: Director

CC: Administrator

BEAS HOSPITAL

Sub: Minutes of the Bio-Medical Waste Management Committee Meeting

1. A meeting of the Bio-Medical Waste Management Committee of the Hospital was held on 14 September 2023 at 3 p.m under chairmanship of the undersigned for the half year ending 31 December 2023. The following members were present:

Name	Designation
Ms. Neena Sharma	Matron
Mr. R.K Soni	OIC Stores
Ms. Gurpreet Kaur Bhatia	Nursing Sister
Ms. Kamla Gill	Nursing Sister
Ms. Rajbir Sidhu	Nursing Sister
Ms. Veena Devi	Nursing Sister
Ms. Sharanjeet Kaur	Nursing Sister
Ms. Rupinder Kaur	Nursing Sister
Mr. Mohinder Kumar	Incharge House Keeping

2. The following points were discussed:
 - a. Training of all staff and helpers involved in handling Bio-Medical Waste has been carried out in a phased manner during the last six months. A record of details of personnel trained is being maintained centrally. 144 personnel were trained in batches of 12-15 each.
 - b. Yearly health checkup of all personnel handling Bio-Medical Waste is being carried out and up to date records maintained.
 - c. Training of new entrants to the hospital was reviewed. Those whose training was due were identified and their names included in the training schedule for the half year ending December 2023.
 - d. Precautions to be taken while handling Covid-19 cases were discussed in detail and guidelines for safe disposal of used PPE, masks, gloves, etc. were emphasized. Guidelines issued by the Government about Covid-19 waste management protocols were discussed and reinforced.
 - e. Schedule of training of staff during the next half year was finalized and intimated to all concerned.

- f. The last audit(s) carried out to check the efficiency of Bio-Medical Waste collection, transport, storage and disposal procedure in the hospital were ratified and detailed procedure for the next audit was drawn up.
- g. The quality of the different colour-coded non-chlorinated bags used in the Bio-Medical Waste management was checked and it was clarified that replacing them with compostable bags is still pending.
- h. Members were requested to bring out any practical difficulties encountered in the training and allocation of man power and disposal procedure of Bio-Medical Waste and to suggest/take appropriate remedial measures.
- i. All personnel involved in handling Bio-Medical Waste are being continuously instructed to exercise due care in the discharge of their duties so that the chances of occurrence of any accidents/spill is minimized. SOP of spill management was reiterated for everyone's benefit.
- j. All functionaries were requested to remain vigilant in the performance of their duties and ensure that updated guidelines of Bio-Medical Waste disposal are strictly followed at all times.
- k. The importance of wearing PPE , masks & gloves, frequent hand washing for at least 20 seconds at a time and maintaining social distancing are vital in the fight against Covid-19.
- l. There being no further points, the meeting was declared closed and it was decided that the next meeting would be held in March 2024.


Dr. Lalit Kapur
Chairman-Bio Medical Waste management Committee

Distribution: All Concerned

CC: Chief Administrator

CC: Director

CC: Administrator