



TOOLKIT 10 · WASTE & SHARPS · TOOL 3 OF 5

Waste Management — Monthly Ward Audit

Fifteen questions, walked. Segregation, bins, sharps boxes, storage, staff knowledge

Ward · date · auditor

	Question	Yes	No	Note
Segregation	Sample five yellow bags: no general waste inside	☐	☐	
Segregation	Sample five black bags: no sharps, no blood-stained items, no medicines	☐	☐	
Bins	Every waste station has all required bins with correct-colour liners	☐	☐	
Bins	Bins foot-operated or open; lids close; no overflow	☐	☐	
Bins	Bags no more than ¾ full, tied, labelled (ward, date)	☐	☐	
Sharps	Sharps box within arm's reach at every procedure point	☐	☐	
Sharps	Boxes correctly assembled, lid locked, not above ¾ line	☐	☐	
Sharps	No boxes on the floor or above shoulder height; none reopened	☐	☐	
Sharps	No recapped needles found in any bin	☐	☐	
Storage	Interim storage room locked, signed, no leakage, collected within 24–48 h	☐	☐	
Storage	Pathological and cytotoxic waste stored separately, refrigerated if > 48 h	☐	☐	
Staff	Two staff asked: can state which bin for a used glove, a used needle, an expired ampoule	☐	☐	
Staff	Cleaners and porters have gloves, apron, and the sharps-injury card	☐	☐	
Records	Waste quantities recorded monthly (kg by stream)	☐	☐	
Records	Sharps injuries this month logged and reviewed	☐	☐	
Score: ____ / 15		≥ 13 good · 10–12 improve · < 10 unsafe — action plan this week		

ASF standards: Standard 3 — waste management (means of verification: monthly audit on file)