




		Environmental, Health and Safety Management System		EHS Procedure	
EHSMS Section:	N/A		Doc. No./Rev.:		SCI-IMS-P-8.1-11/ 03
Subject:	Waste Management Procedure		Effectivity Date:		February 05, 2022
Prepared by:	 Armond Garcia Environmental Manager		 Lendie Catubig – Sustainability Manager		
Reviewed by:					
Approved by:	 Vickie Rose Orpilla – Head of Human Resource and Compliance Management Division  Cardo Yeh Finance Manager  Kelly Chien Regional Factory Manager				Page 1 of 23

REVISION LOG

Revision Level	Effectivity Date	Description of Change	Change Initiator	Approval
00	March 16, 2011	Initial Release <for 1 st issue>		Vickie Rose Orpilla Annie Sy Edna Esguerra
01	February 15, 2016	Transfer from QMS to EHS Template		Vickie Rose Orpilla Jane Chu Mirroon Lin David Chang

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02	February 20, 2020	<p>Changes:</p> <p>>Document number from 4.46-11 to 8.1-11</p> <p>>Sportscity International – Philippines to facility.</p> <p>>Human Resource and Compliance Management Division, Operations Manager, Manufacturing 1, 2, 3 Division, Finance Division, Quality Assurance Division and Merchandising Division heads to Sustainability Manager and Regional Factory Manager</p> <p>>Human Resource Department – Building Maintenance Section to EHSS department</p> <p>>HR Manager to Assistant EHSS Manager</p> <p>Deleted:</p> <p>>Safety in all stated in Pollution Control and Safety Officer since the two position are separated</p>	Armond Garcia	Cando Yeh Kelly Chien
03	January 28, 2022	<p>Change :</p> <p>The company doctor will bring the sharps container to Mactan Doctor's Hospital for proper disposal in accordance to legislative requirements to "The Accredited Hazardous wastes collectors shall collect the infectious wastes for proper disposal in accordance to legislative requirements"</p>	Armond Garcia	Kelly Chien Cando Yeh

1.0 OBJECTIVE

To define the process by which waste is managed by **facility** herein referred to as the Company.

2.0 SCOPE

2.1. This procedure relates to the production, handling, keeping, safe storage, transport, collection and disposal of all waste generated on the Company's factories.

2.2. Waste types covered include:

- Paper
- Packaging
- Wood
- Clinic Waste
 - Sharps waste
 - Infectious healthcare waste
- Food waste

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- Domestic waste
- Toner cartridges
- Other office waste
- Waste from maintenance activities
- Hazardous waste electrical and electronic equipment (WEEE)
 - Rechargeable batteries
 - Lamps and fluorescent tubes
 - Computer monitors
- Waste oils and miscellaneous engineering fluids
- Metals
- Fabric
- Redundant IT equipment

The above list is not exhaustive but covers the main types produced, handled, and disposed of within the Company.

3.0 RESPONSIBILITY

- 3.1. The Sustainability Manager and Regional Factory Manager are ultimately responsible for ensuring that waste is managed in accordance with legislative requirements.
- 3.2. Factory Managers, Department Managers, Supervisors, Line Leaders or nominated representatives are responsible for compliance with this procedure
- 3.3. Each Department is responsible for notifying the EHSS department by telephone, in writing, or by email of the existence, location of redundant equipment or scrap materials or any of those listed above in 2.2 which require labeling and disposal.
- 3.4. The Pollution Control Officer is responsible for arranging the disposal of all waste types listed above in 2.2 with the provisions of this procedure.
- 3.5. Contractors have a responsibility to ensure that all waste that they produce during their activities on the Company's premises is managed safely and in accordance with legislative requirements.
- 3.6. It is the responsibility of employees to segregate and store waste in the appropriate containers at designated areas.
- 3.7. It is the responsibility of employees when planning to undertake, activities likely to generate an additional waste burden to pre-notify the Pollution Control Officer.

4.0 DEFINITIONS

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- 4.1. Solid Waste is defined in R.A. 9003 as all discarded household, commercial waste, nonhazardous institutional and industrial waste, street sweepings, construction debris, agriculture waste, and other non-hazardous/non-toxic solid waste.

Unless specifically noted otherwise, the term “solid waste” as used in this Act shall not include:

- a) Waste identified or listed as hazardous waste of a solid, liquid, contained gaseous or semisolid form which may cause or contribute to an increase in mortality or in serious or incapacitating reversible illness, or acute/chronic effect on the health of persons and other organisms;
 - b) Infectious waste from hospitals such as equipment, instruments, utensils, and fomites of a disposable nature from patients who are suspected to have or have been diagnosed as having communicable diseases and must therefore be isolated as required by public health agencies, laboratory wastes such as pathological specimens (ie. All tissues, specimens of blood elements, excreta, and secretions obtained from patients or laboratory animals), and disposable fomites that may harbor or transmit pathogenic organisms, and surgical operating room pathologic specimens and disposable fomites attendant thereto, and similar disposable materials from outpatient areas and emergency rooms; and
 - c) Wastes resulting from mining activities, including contaminated soil and debris
- 4.2. Collection shall refer to the act of removing solid waste from the source or from a communal storage point;
- 4.3. Disposal shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in any land;
- 4.4. Generation shall refer to the act of process of producing solid waste;
- 4.5. Generator shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;
- 4.6. Hazardous waste shall refer to solid waste or combination of solid waste which because of its quantity, concentration, or physical, chemical or infectious characteristics may:
- 4.6.1. Cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible illness; or
 - 4.6.2. Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed
- 4.7. Industrial wastes refers to wastes from factory or any premises used for or in connection with the provision of public transport, the public supply of water sewerage or electricity or electricity services, the provision to the public of postal or telecommunications services.
- 4.8. Commercial wastes refer to wastes from premises used for trade or business, i.e. the Company, or for the purposes of sport, recreation or entertainment.
- 4.9. Clinical waste from human or animal tissue, blood, excretion, body fluids, pharmaceutical products, swabs, dressings, syringes, needles sharps, or any other waste that may cause infections of persons coming into contact with it.
- 4.10. Receptacles shall refer to individual containers used for the source separation and the collection of recyclable materials
- 4.11. Recovered material shall refer to material and by-products that have been recovered or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacture of a recycled product.

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- 4.12. Recyclable material shall refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the commission
- 4.13. Recycled material shall refer to post-consumer material that has been recycled and returned to the economy;
- 4.14. Recycling shall refer to the treating of used materials through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid waste materials are transformed into new products in such manner that the original products may lose their identity, and which may be used as raw materials for the production of other goods or services
- 4.15. Re-use shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics
- 4.16. Sanitary landfill shall refer to a waste disposal site designed constructed, operated and maintained in a manner that exerts engineering control over significant potential environmental impacts arising from the development and operation of the facility;
- 4.17. Segregation shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and reuse of resources and to reduce the volume of waste for collection and disposal
- 4.18. Segregation at source shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal
- 4.19. Storage shall refer to the interim containment of solid waste after generation and prior to collection for ultimate recovery or disposal
- 4.20. Special wastes refers to Household hazardous wastes such as paints, thinners, household batteries, lead-acid batteries, spray canisters and the like that are consolidated by Material Recovery facilities (MRF).

These include wastes from residential and commercial sources that comprise of bulky wastes, consumer electronics, and white goods, yard wastes that are collected separately, batteries, oil, and tires.

- 4.21. Waste from electrical and electronic equipment (WEEE) refers to waste from electrical and electronic equipment that contain hazardous components such as lead, cadmium, mercury, hexavalent chromium, polybrominated biphenyl's (PBBs) and polybrominated diphenyl ethers (PBDEs).

5.0 PROCEDURE

5.1. Waste Production

5.1.1. Waste Produce by routine office activities shall be minimized through reuse and recycling wherever practicable.

5.1.2. Waste produced from equipment's shall be minimized through its efficient operation and maintenance in accordance with manufacturer's instructions

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5.1.3. Waste from refurbishment and other construction activities will be minimized by appropriate design specifications.

5.1.4. The volume of waste produced on sites shall be monitored through visual inspection of the content of waste containers and recording if waste quantity produced by types of waste

5.1.5. Activities likely to produce additional or non-routine waste will be pre-notified to the Pollution Control and Safety Officer, giving as much notice as possible.

5.2. Waste Handling and Storage

5.2.1. Items classified as waste will be handled with care in accordance with legislative requirements

5.2.2. All waste will be stored in safe and secure manner pending collection in a storage container for disposal/recycling.

5.2.3. All waste will be stored in a manner that prevents its escape.

5.2.4. Wherever possible, access to waste containers will be restricted to the Company's designated employees, contractors and contracted waste collection contractors.

5.2.5. Liquid wastes shall be stored in containers appropriate for the properties of the waste. Such containers will be stored with secondary containment or in a suitably bounded area.

5.2.6. Waste produce by contractors will be stored in designated areas and in dedicated sealed containers as provided by contractor, unless otherwise agreed by Factory Manager / Assistant EHSS Manager. Contractors will demonstrate 6S over any waste produced by them on the site.

5.2.7. At locations where provision is made for the segregation of waste for recycling or reuse the containers / area will be clearly and appropriately labeled identified.

5.3. Transportation and Disposal

5.3.1. Waste produces by the Company will only be transported off site by a registered waste transporter. A copy of the waste transporter's valid registration certificate must be obtained. Historical records of waste transfer should be retained for three years.

5.3.2. Copies of valid waste management licenses for the final destination of all waste shall be maintained on sites and records retained for three years.

5.3.3. Controlled waste will be segregated at source into waste requiring disposal and those for which recycling has been arranged. An estimate of the weekly volume of waste for off-site disposal / recycling will be recorded. Records of estimates will be based on an examination using weighing scale of the quantity / volume of waste in waste storage containers prior their removal off-site.

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5.3.4. Containers will be inspected for extraneous articles within at least 24 hours before collection, where possible and practical. Extraneous articles will only be removed where it has been identified it is safe.

5.3.5. All waste transferred off-site will be accompanied by a waste transfer note, completed and containing information and in accordance with the relevant regulatory requirements and codes of practice. Copies of waste transfer notes will be available at all times and retained for three years.

5.3.6. Redundant IT equipment's will be sent for recycling to an approved contractor wherever practical.

6.0 FLOW CHART

See **Appendix 7** for Waste Disposal Flowchart

7.0 FORMS

SCI-IMS-P-8.1-11 Form 1 Waste Monitoring Sheet

8.0 REFERENCES

- 8.1. Republic Act No. 9003 – Ecological Solid Waste Management Act
- 8.2. Presidential Decree No. 1152 – The Philippine Environment Code
- 8.3. Republic Act No. 6969 – Toxic Substances and Hazardous and Nuclear Waste Control Act of 1990
- 8.4. Department Administrative Order 2013-22 "Revised Procedure and Standards for the Management of Hazardous Wastes (REVISING DAO 2004-36)"
- 8.5. DENR DOH Joint Administrative Order No. 2, Series of 2005 – Policies and guidelines on effective and Proper Handling, Collection, Transport, Treatment, Storage and Disposal of Health Care Wastes
- 8.6. DOH Health Care Waste Management Manual
- 8.7. World Health Organization Website at <http://www.who.int/en/>
- 8.8. World Health Organization Health Care Waste Management Website at http://www.healthcarewaste.org/en/115_overview.html

SCI-IMS-P-8.1-10 Hazardous Waste Disposal

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Appendix 1

DEFINITIONS OF WASTE GENERATED

Non Hazardous Waste is classified into 4 Categories:

1. **Paper** – A thin material mainly used for writing upon, printing upon or for packaging (i.e. bond paper, newspaper, folder, carton, etc.)
2. **Plastic** – anything that is made of plastic. (i.e. cellophane, plastic bags, plastic bottles, candy wrappers, pvc, etc.)
3. **Fabric** – any material made through weaving, knitting, spreading, crocheting, or bonding that may be used in production of further goods (i.e. Cut fabrics, excess fabric, cut ends, rags, etc.)
4. **Scrap Metals / Materials** – Primarily generated through redundant items of equipments.

Hazardous Waste is classified into 3 Categories:





1. **Waste Electrical and Electronics Equipment (WEEE)** – waste materials in this category include all waste type of batteries, all IT equipment including cathode ray tube (CRT) monitors, Liquid Crystal Display (LCD) monitors, lighting equipment including light bulbs, electronic and electrical tools, PVC cables as stabilizers (i.e. power cords, USB cables), Printed circuit board finishes, leads, internal and external interconnects, etc.
2. **Used oil** – these are generated during changing of oil of sewing machines, generator sets and company vehicles.
3. **Healthcare Waste** – waste material in this category is generated by clinical activity and is infectious or potentially infectious and medicinal products. Included also in this category are sharp waste which is a form of medical waste composed of used sharps, which includes any device or object used to puncture or lacerate the skin. Sharp waste is classified as biohazardous waste and must be carefully handled. Common medical treated as sharps are:
 - Syringes and injection devices
 - Blades
 - Contaminated glass and plastics

Appendix 2



WASTE DISPOSAL STREAM TABLE

DARK GREEN WHEELIE BIN 	Paper Waste <ul style="list-style-type: none">• Bond papers• Kraft sorts of waste papers• Computer printouts• Box board cuttings• Paper cups / plates• Waste envelopes• Carton boxes• Etc.	Landfill
YELLOW WHEELIE BIN 	Fabric <ul style="list-style-type: none">• Cut fabrics• Excess fabrics• Cut ends• Etc.	Recycling
BLACK WHEELIE BIN 	Plastic <ul style="list-style-type: none">• Anything made of plastic• Cellophane• Plastic bags• Plastic wrappers• Candy wrappers• Plastic bottles• Plastic PVCs• Etc.	Recycling




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RED WHEELIE BIN 	Broken Glass (broken glass must be wrapped in paper then place inside the red wheelie bin)	Landfill
BLUE WHEELIE BIN 	Metal Scrap <ul style="list-style-type: none"> • All kinds of metal scrap 	Recycling
ORANGE WHEELIE BIN 	Wood Scrap <ul style="list-style-type: none"> • All kinds of wood scrap 	Landfill
Clear Plastic Bag 	Plastic Containers <ul style="list-style-type: none"> • Clean plastic containers and bottles collected in clear plastic bags for recycling Aluminum Cans <ul style="list-style-type: none"> • Drink cans, collected in clear plastic bags for recycling Steel Cans <ul style="list-style-type: none"> • Steel cans must be free of all 	Recycling

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	residues, collected in clear plastic bags for recycling	
Battery Waste (polyethylene drum) 	Includes all types of Batteries <ul style="list-style-type: none"> • AA / AAA Batteries • Camera batteries • Mobile phone batteries • Batteries from vehicles, generator sets, forklifts, etc. 	See Appendix 4
Cardboard Packaging	<ul style="list-style-type: none"> • All cardboard packaging should be "flat packed" (broken down) at point of origin, prior to collection and removal from site for recycling 	Recycling
Newspapers and Magazines	<ul style="list-style-type: none"> • All SCI – Philippines factories should ensure that newspapers and magazines do not enter the general waste stream, which goes to landfill. These items will be collected separately and removed from site for recycling 	Recycling
Inkjet and Toner Cartridges	All used inkjet cartridges must be returned for recycling	To be returned to the manufacturer for recycling
Sharp Healthcare Waste (Needles, syringes, etc.) 	<ul style="list-style-type: none"> • Sharps must be collected in safety boxes or other puncture proof containers such as plastic bottles when no other options available. • To avoid potential confusion color codes should be used whenever possible. Use red for sharps. 	Sharps and syringes disposal through concrete vault

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Metal Drum 	Waste Oil <ul style="list-style-type: none"> • Machine oil • Oil from generator sets • Oil from vehicles 	Hazardous Waste Treater
Waste Electrical and Electronics Equipment (WEEE) (polyethylene drum) 	Waste Electrical and Electronic Equipments <ul style="list-style-type: none"> • Fluorescent tubes • Electrical and electronics tools • Printed circuit boards • CRT/LCD monitors • Other IT equipments 	See Appendix 3
Soft Infectious Healthcare Waste 	Soft Infectious Waste <ul style="list-style-type: none"> • Dressings • Bandages • other material contaminated with infectious bodily fluids/solids • Anatomical waste or other infectious substances. 	See Appendix 6

Waste should be segregated according to the above definitions.

Segregation is important because we, SCI – Philippines, need to comply with legislation to avoid legal action and avoid unnecessary costs incurred by incorrect segregation.

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Appendix 3

WASTE ELECTRICAL AND ELECTRONIC EQUIPMENTS (WEEE)

ELECTRICAL GOODS

All electrical equipment will be disposed of in accordance with R.A. 6969 and its implementing Rules and Regulations.

The facility will take responsibility for all of the electronic and electrical equipment waste either by returning the waste to the producer from whom it was purchased or by disposing of it directly through an approved contractor for recycling for electrical goods. The approved contractor must supply their Hazardous Waste Treater registration number before a contract for the disposal of the waste is awarded. Refer to SCI-IMS-P-8.1-10 for the procedure of the Hazardous Waste Disposal.

White Goods

Items include:

- Fans
- Light tubes
- Extension

IT Equipment

Items include:

- PC's – all components
- Mobile phones and chargers
- Fax machines
- Printers

Appendix 4

BATTERY WASTE

Battery waste may consist of numerous types of batteries from industrial batteries (car batteries, etc.) to portable (type AA, etc.) batteries.

It is recommended that all batteries are collected separately and recycled wherever possible. Therefore it is recommended that where value for money and environment benefits can be identified all batteries should be collected in a separate and recycled through an approved contractor.

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The Pollution Control and Safety Officer must follow **SCI-IMS-P-4.46-10** procedure on the hazardous waste disposal.

Appendix 5

USED OILS

Used oil is considered as flammable and must be contained in a metal drum with lid or cap (see image 1). For proper waste disposal, refer to SCI-IMS-P-**8.1**-10 for the procedure.

Metal container of used oils must be labeled in accordance with DENR Administrative Order No. 04-36 to which specifies:

1. Minimum size of the label is 20cm x 30cm or readable from five (5) meters away;
2. Color of the label is yellow for background and black for letters conspicuously marked in paint or other permanent form of marking;
3. Material of the label should be scratch proof and resistant to tampering and weathering;
4. Basic form is provided in Table 4.1
5. Label is accompanied by a placard corresponding to characteristics of the wastes contained in the container.



Image 1

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Use placard below for poisonous materials (i.e. busted fluorescent lamps / lights).



Specifications of the placards:

1. Minimum size of the placard is 25cm x 25cm for containers or readable from (5) five meters afar.
2. Basic shape of the placard is a square rotated 45 degrees to form a diamond
3. At each of the four sides, a parallel line shall be drawn to form an inner diamond 95% of the outer diamond
4. Color should follow the color being specified.

Appendix 6

SHARPS WASTE IN CLINICS

When dealing with sharp waste in clinic the following should apply.

Segregation:

- Sharps must be segregated and disposed of in coloured sharps waste container. The sharps must not be mixed.
- Soft waste i.e. dressings, swabs , gloves etc. must not be disposed of into sharp waste container.

Labeling:

- Sharp waste container should be labeled with the factory's name, address, and date prior to collection
- The sharp waste container must be labeled with biohazard symbol (see image 2)

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Handling:

- The company nurse must ensure that the sharps container lid is secure prior to use.
- The company nurse must not compress the waste in the sharps container
- The waste should be deposited into the container no more than two thirds full.
- The sharps container lid must then be tightly closed.

Transfer for Disposal:

- The company nurse must ensure that sharps container is secure.
- Where the sharps container is found to be damaged in any way, the damaged container must be placed in another suitably sized sharps container secured and marked accordingly.
- Never decant sharps from container to another.
- The sharps container must be carried one at a time.
- Never leave the sharps container unattended in a public area.

Final Disposal:

- The Accredited Hazardous wastes collectors shall collect the infectious wastes for proper disposal in accordance to legislative requirements.

SOFT INFECTIOUS HEALTHCARE WASTE

Container: Yellow bag / container

Labeling: The Yellow bag must have a label "Infectious Waste" with the biohazard symbol.



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Definition: 1. Waste of which collection and disposal is subject to special requirements in order to prevent infection.

2. A substance containing viable micro – organisms of their toxins, which are known or reliably believed, to cause disease in man or other living organisms

Examples: Dressings, bandages or other material contaminated with infectious bodily fluids/solids, anatomical waste or other infectious substances.

PPE: The Nurse must wear appropriate PPE in accordance with clinical procedures and health & safety good practice. As a minimum, protective gloves must be worn when disposing of Hazardous Waste.

Storage: The yellow bag MUST be contained within a rigid, fully enclosed bin clearly marked “Infectious Waste Only”. All waste bins must be foot operated. Lidded and in good working order.

Handling the Waste

- Nurse dealing with infectious waste should wear appropriate PPE i.e. gloves.
- Only minimal amounts of infectious waste should be handled at any time to reduce the risk of accident spillage.
- Care should be taken where waste is to be handled whilst in the presence of others.
- There should be emptying of clinical waste from one bag into another.
- Staff dealing with waste must wash their hands after doing so.

Securing the bag:

- When the bag is two-thirds full, the staff dealing with the waste must secure the bag.
- Where the bag is found to be torn or damaged in any way, the damaged bag must be placed in another bag of the same type and secured as before.

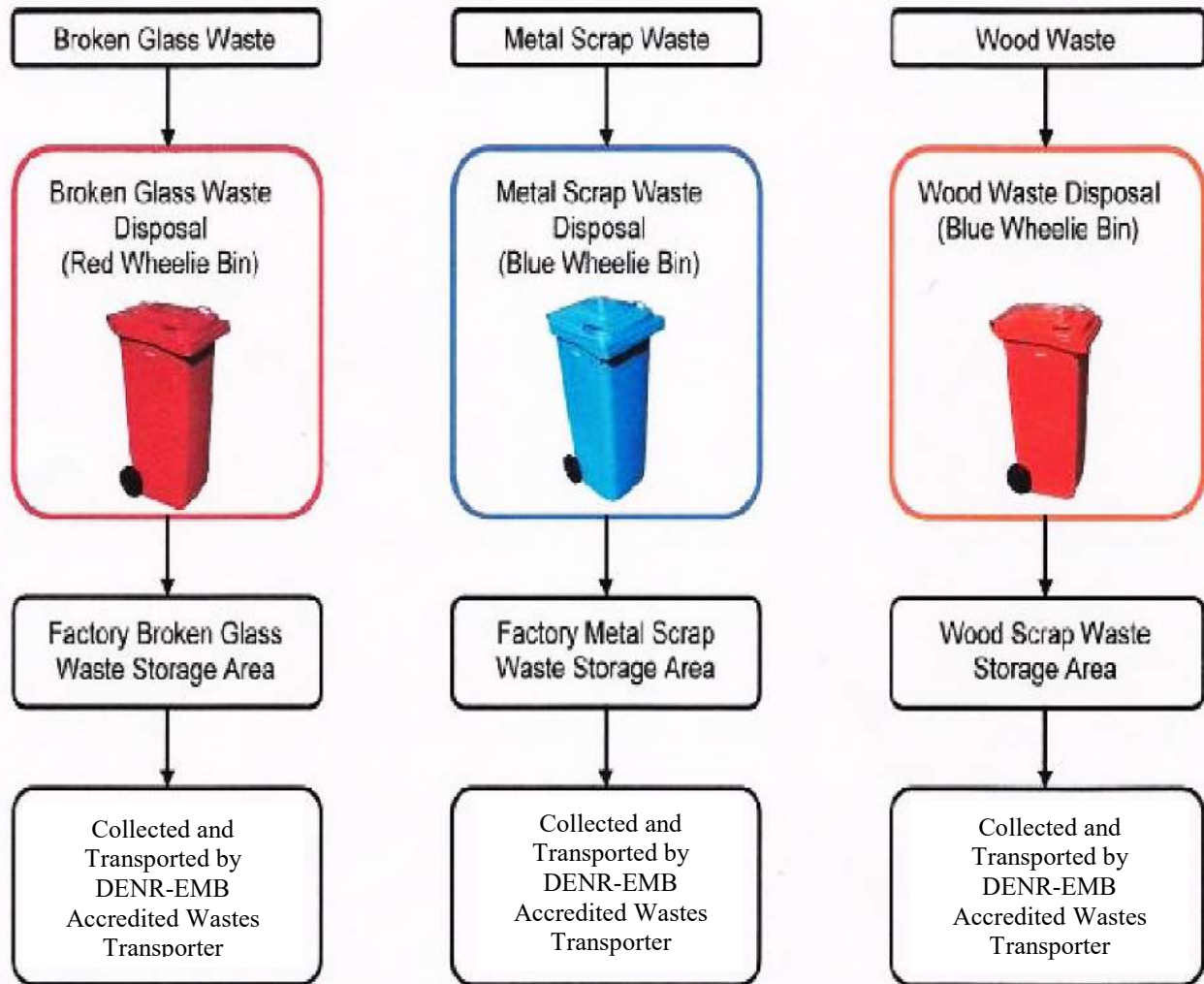
Transfer for Disposal:

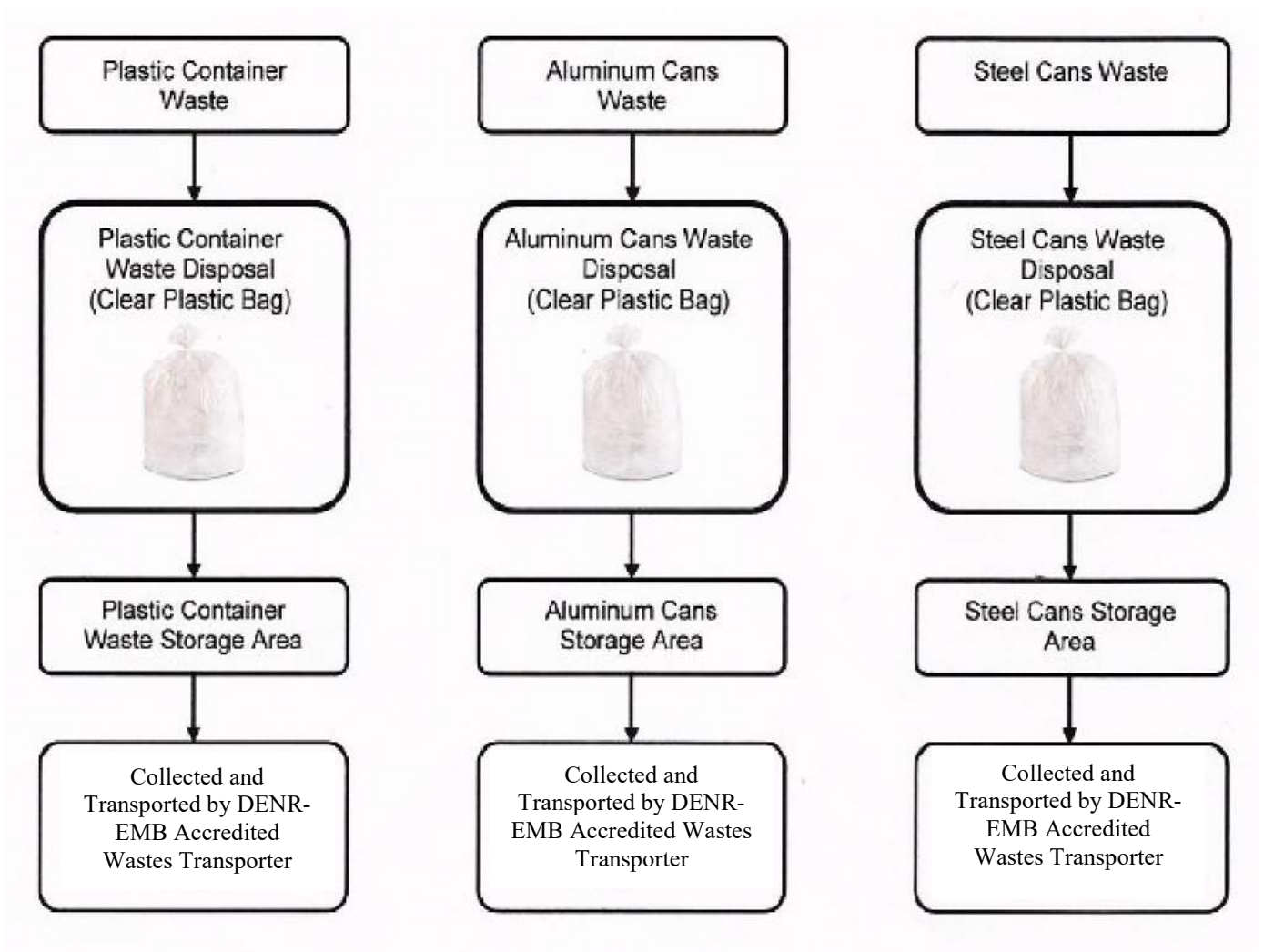
- The waste must be carried by the neck of the bag
- Never drag the bag along the floor
- Avoid any bodily contact
- Move slowly and avoid obstacles

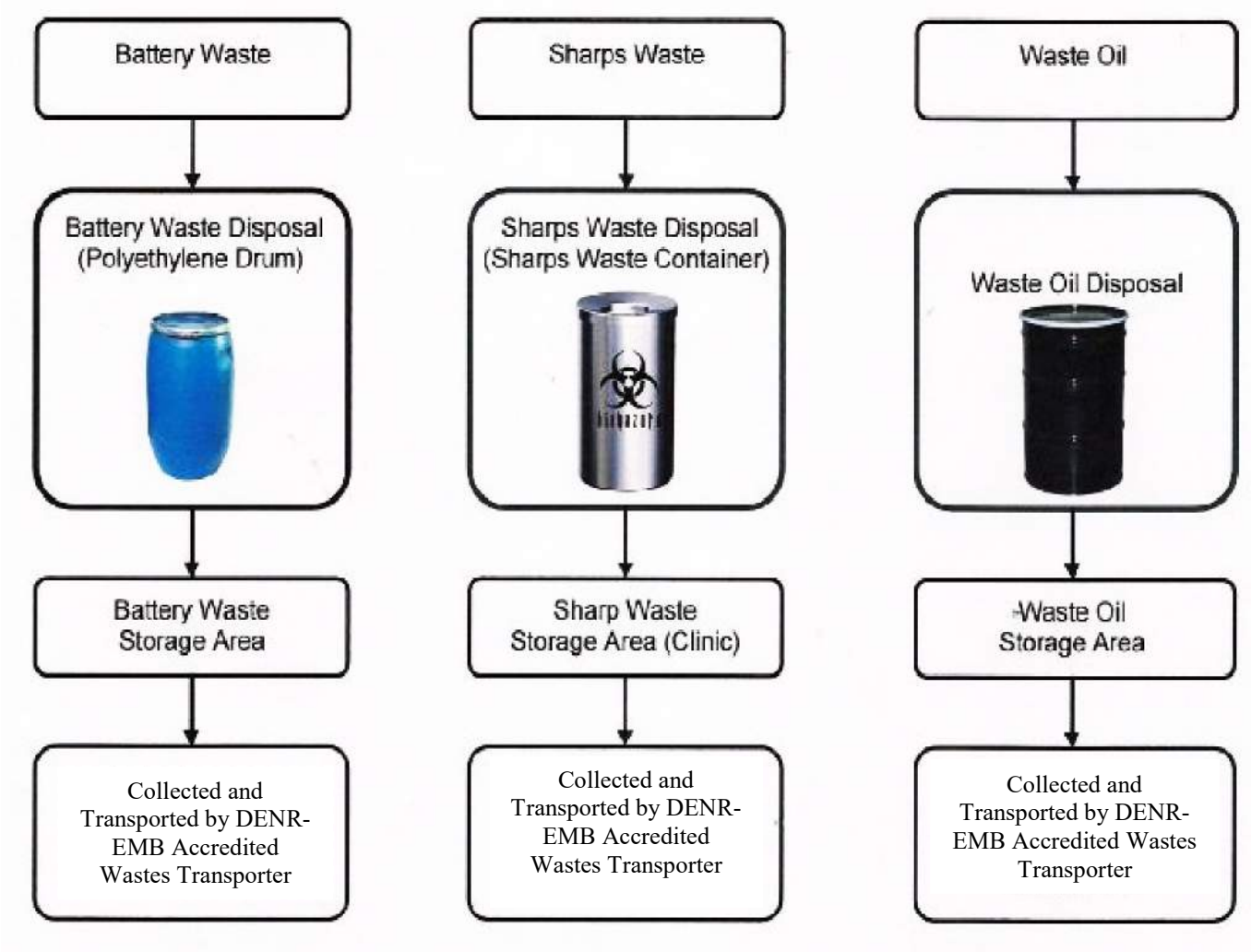
Appendix 7

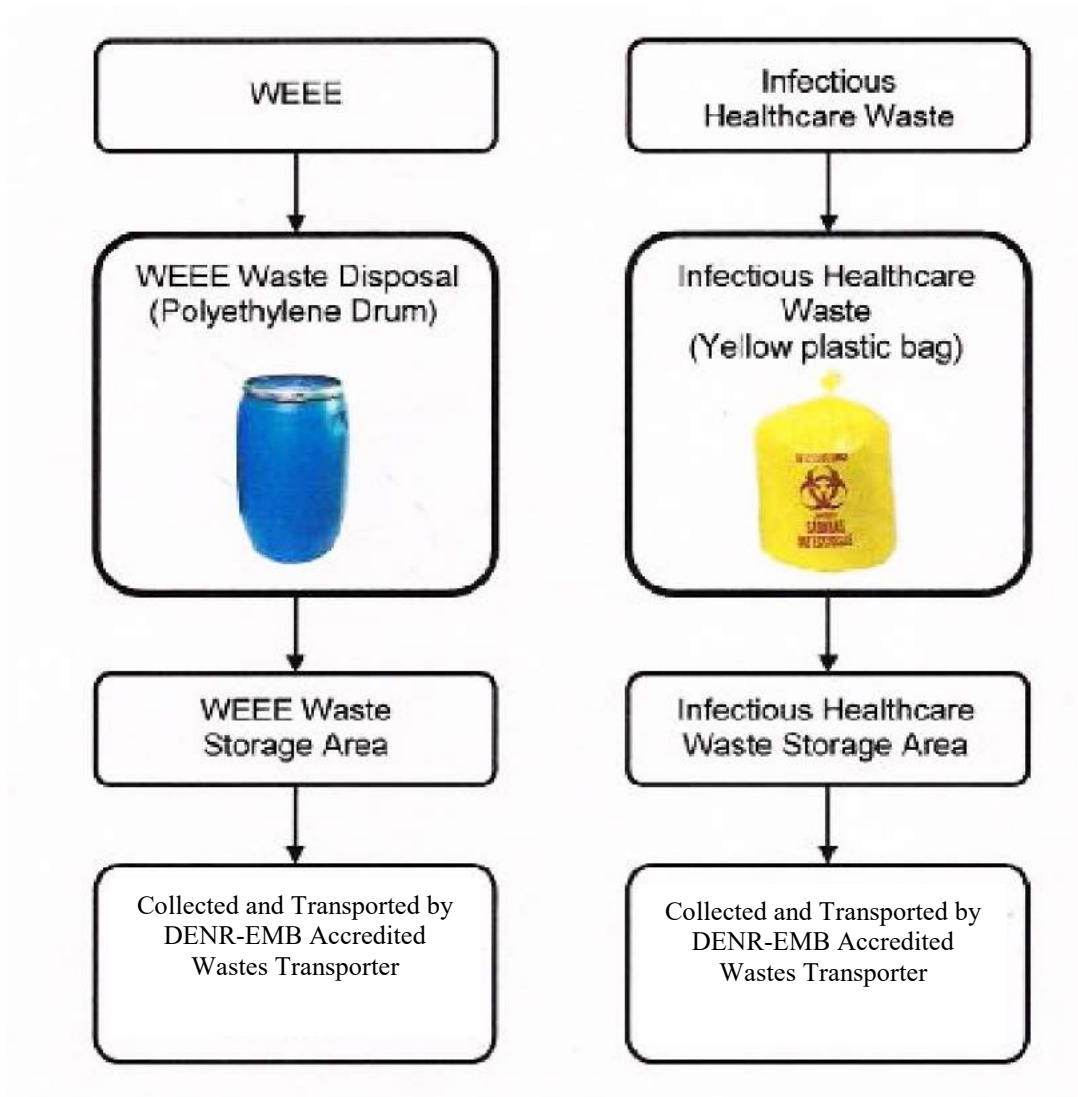
WASTE DISPOSAL FLOWCHART











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Appendix 8

TRAINING NEEDS ANALYSIS AND TRAINING PLAN

Hazardous Waste

	Attendees	Frequency of Training
Sharps and Infectious Healthcare Wastes	All employees, Security Guards	Once, Then every year
Used Oil	All employees, Security Guards	Once, Then every year
Busted Fluorescent Lamps	All employees, Security Guards	Once, Then every year
Batteries	All employees, Security Guards	Once, Then every year
Electrical and Electronics Equipment	All employees, Security Guards	Once, Then every year

Non – Hazardous Waste

	Attendees	Frequency of Training
Paper	All employees, Security Guards	Once, Then every year
Plastic	All employees, Security Guards	Once, Then every year
Fabric	All employees, Security Guards	Once, Then every year
Scrap Metals / Materials	All employees, Security Guards	Once, Then every year
Broken Glass	All employees, Security Guards	Once, Then every year
Wood	All employees, Security Guards	Once, Then every year
Plastic containers	All employees, Security Guards	Once, Then every year
Aluminum cane	All employees, Security Guards	Once, Then every year
Steel Cans	All employees, Security Guards	Once, Then every year