

8.	Uploading of BMW data (daily BMW collection, training and IEC activities) at Management Information System (MIS) on yearly basis.	Health Inspector
9.	Submission of monthly report of BMW and annual report of BMW on form IV to pollution control and director medical education.	Health Inspector
10.	Maintain a record of daily disposal of bio medical waste by using appropriate format in the register (All data should be provided in Kg.).	Health Inspector

d. The periodicity of the meeting will be on a monthly basis.



Dr. R.P. Singh
Chairperson- Bio Medical Waste (BMW) Committee
Cc:-

1. The Director Administration (E-mail)
2. MS/AMS Office
3. All Members of the BMW Committee (For necessary action)
4. Quality Assurance Department

c. Functions of the committee and the roles & responsibilities of members: The committee will governing the following aspects:

1. Proper segregation of the waste at source.
2. Implementation of Bio medical waste management rules (The BMW management policy of SRMSIMS has been annexed as Annexure with this circular).
3. Monitor and ensure effective, hospital waste management in the hospital.
4. Ensure use of all personal protective equipments.
5. Organize proper and timely; training program of all categories of workers.
6. Waste management committee will ensure occupational health and safety measures for health care workers. (Use of PPE, proper clothing and vaccination programme like Hep B. & Tetanus). All the staff handling the bio medical waste should be subjected to yearly medical health checkup and their complete vaccination status should be ensured. All healthcare workers should be motivated and encouraged for reporting of any incident, so that corrective and preventive measures can be initiated.

• **Roles & responsibilities of members:**

Sr. No.	Roles & Responsibilities	Responsible Person
1.	Organize BMW training program for all categories of staff on routine basis.	Departmental In-charges, Quality Department & Health Inspector
2.	BMW bins and polythenes should be of same colours.	Departmental In-charges & Health Inspector
3.	Proper segregation & transportation of bio medical waste.	BMW Handlers
4.	Ensure proper use of personal protective equipments and all BMW Handlers should be immunized (Hep. B & Tetanus).	Health Inspector & BMW Handlers
5.	Routine inspection of Bio Medical Waste in hospital areas.	Health Inspector and Quality Department
6.	All healthcare workers should be motivated and encouraged for reporting of any incidents (NSI, Blood & body fluid exposures etc.) and any unusual incident to be reported immediately on form I to Director Medical Education and Pollution Control Board (PCB)	Health Inspector
7.	Authorization of generation/segregation/collection/packaging/storage of bio medical waste, Air & Waster consent and contract with common Bio-Medical waste treatment facility (CBMWTF) provider should be documented and renewed on time to time basis.	Health Inspector

Minutes of BMW Management Committee Meeting 13th January, 2020

1. Meeting of Bio Medical Waste (BMW) Management Committee was held on 13th January, 2020 at 3:30 PM in Hospital Committee Room (4th floor).
2. The following members attended the said meeting in response to the Circular No. SRMSIMS/MS/2020-21/266 dated 09.01.2020.

Sr. No.	Position in Committee	Name of Members	Department & Designation
1	Invitee	Dr. H.O. Agarwal	Addl. Medical Superintendent
2	Chairperson	Dr. R.P. Singh	Deputy. Medical Superintendent
3	Secretary	Mr. Akhilesh Kumar	Health Inspector
4	Infection Control Officer (ICO)	Dr. Vandana Sardana	Microbiology
5	Member	Dr. Yatish Srivastava	Ward Manager – Surgery
6	Member	Mr. Thomas	CNO
7	Member	Mrs. Joyce Wilson	Matron
8	Member	Mrs. Chitra Joseph	Shift In-charge
9	Member	Mrs. Sheela Joseph	Shift In-charge
10	Member	Mrs. Mamta Singh	Shift In-charge
11	Member	Mr. Sacchidanand	In-charge (Dialysis Unit)
12	Member	Mrs. Deena	In-charge (OT)
13	Member	Mr. Dharmendra	In-charge (ICU)
14	Member	Mr. Naseem Khan	In-charge (Security)
15	Member	Mr. Virendra Singh	In-charge (Housekeeping)
16	Member	Mr. Chandrabhan Gangwar	Sanitary Inspector
17	Member	Ms. Nishi Bhardwaj	Quality Assurance Deptt.
18	Member	Mrs. Nitu	ICN (Quality Assurance Deptt.)

• **List of additional attendees of the meeting:**

- A. Mrs. Divya Raghav (Executive – Quality Assurance Deptt.)

3. Minutes of the proceedings are appended below:-

- A. Chairperson of the committee welcomed the members & appraised the members regarding the agenda of the meeting.

- B. Discussion on agenda of the meeting (Ref: SRMSIMS/MS/2020-21/266) :

a. **The importance of formation of this committee:** As per the directives received from Director General, Medical Education & training (ref. letter no. 3847 & 3849), this is informed to all concerned that a new committee, Bio Medical Waste Management Committee is formed w.e.f. 01st January, 2020 which was earlier part of Hospital Infection Control (HIC) committee but looking at the importance of continuous monitoring of Bio medical waste management & segregation, the committee is separately formed.

b. **Discuss the minutes of the workshop regarding bio-medical waste management** (Ref: SRMSIMS/MS/2019-20/257).