

Ref. No.: SRMSIMS/MS/2024-25/316

Date: 16/04/2025

**Minutes of Bio Medical Waste Management Committee meeting held on 29/03/2025**

- Bio Medical Waste Management Committee** meeting was held on 29/03/2025 at 3:30 PM in Hospital Committee Room (4<sup>th</sup> Floor).
- Following Members were present in the meeting.

| Sr. No. | Position in Committee                  | Members of Committee       | Department & Designation                |
|---------|----------------------------------------|----------------------------|-----------------------------------------|
| 1.      | Member                                 | <b>Dr. C.M Chaturvedi</b>  | Deputy Medical Superintendent           |
| 2.      | <b>Infection Control Officer (ICO)</b> | <b>Dr. Vandana Sardana</b> | Microbiology                            |
| 3.      | Member                                 | Joyce Wilson               | Matron                                  |
| 4.      | Member                                 | Mrs.Nitu                   | A.N.S                                   |
| 5.      | Member                                 | Meena kumari               | Deputy Matron                           |
| 6.      | Member                                 | Gyan Prakash Sharma        | Deputy Matron                           |
| 7.      | Member                                 | Santoshi mahlotra          | Deputy Matron                           |
| 8.      | Member                                 | Eva Burge                  | Nursing In-charge(ENT Ward)             |
| 9.      | Member                                 | Kalpna sharma              | Nursing staff<br>(Neurosciences ward)   |
| 10.     | Member                                 | Ekta gupta                 | Nursing In-charge( P.I.C.U)             |
| 11.     | Member                                 | Mrs. Chanda                | Shift In-charge                         |
| 12.     | Member                                 | Diksha Gangwar             | Quality Assurance Dept                  |
| 13.     | Member                                 | Mr. Sachidanand Nayak      | In-charge (Dialysis Unit)               |
| 14.     | Member                                 | Mrs. Deena                 | In-charge (OT)                          |
| 15.     | Member                                 | Mr. Dharmendra             | In-charge (ICU)                         |
| 16.     | Member                                 | All ICNs                   | Quality Assurance Dept.                 |
| 17.     | <b>Secratry</b>                        | Mr. Chandrabhan Gangwar    | Health Inspector                        |
| 18.     | Member                                 | Sarvesh kumar              | Nursing In charge (GRR)                 |
| 19.     | Member                                 | Anita Grow                 | Nursing In charge (Private Ward)        |
| 20.     | Member                                 | Meenakshi brown            | Nursing In charge (NICU)                |
| 21.     | Member                                 | Neeta                      | Nursing In charge (Medical Ward)        |
| 22.     | Member                                 | Pooja Gangwar              | Nursing In charge (Psychiatry Ward)     |
| 23.     | Member                                 | Kuccho rani                | Nursing In-charge<br>(Cardic+Darmaward) |
| 24.     | Member                                 | Rajeev Verma               | Health Inspector                        |
| 25.     | Member                                 | Kumkum                     | Nursing staff (Oncology )               |
| 26.     | Member                                 | Premlata                   | Nursing In charge (Gynae Ward )         |
| 27.     | Member                                 | Meeta Godson               | Nursing In charge (Deluxe Ward)         |
| 28.     | Member                                 | Sunita Gardner             | Nursing Staff (Pedia Ward)              |
| 29.     | Member                                 | Reny varshese              | Nursing In-charge (Ortho Ward )         |
| 30.     | Member                                 | Archana Chaudhry           | Nursing In charge (Labour Room)         |
| 31.     | Member                                 | Prem lata                  | Nursing In charge (Surgery ward)        |
| 32.     | Member                                 | Sangeeta singh             | Nursing In-charge(ICCUC)                |

|     |        |                |                               |
|-----|--------|----------------|-------------------------------|
| 33. | Member | Vinita william | Nursing In-charge(Pulmo ward) |
| 34. | Member | Hirday narayan | In-charge(Cath lab)           |
| 35. | Member | Sheela joseph  | Shift In- charge              |

**a) Biomedical waste is being discarded in an indiscriminate manner under mentioned areas**

| Sr. no. | Location                     | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action to be taken/<br>Responsibility                                     |
|---------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| I.      | Medical Ward                 | <ul style="list-style-type: none"> <li>Open cath and syringe found on bed Side Locker in</li> <li>Cotton pad bedside table in bed no 90</li> <li>Use and open syringe on side locker</li> <li>Use syringe found on bed side locker bed no 20</li> <li>Use ns on floor bed no 42</li> <li>Use syringe 50ml on bed side locker bed no 54</li> <li>Use cotton pad on bed no 97</li> <li>Refill syringe without labeling bed no 88</li> <li>Use neb mask on staff table</li> <li>Stained bed sheet on change</li> <li>Opened needle on floor</li> </ul>                                                                                                                                                                                                                               | Department In-charge,<br>Housekeeping<br>Supervisor & Health<br>Inspector |
| II.     | Onco Ward                    | <ul style="list-style-type: none"> <li>Use cotton pad bedside table</li> <li>Use tray found in</li> <li>Use cotton pad found in floor</li> <li>Dirty suction catheter found in bisllery bottle</li> <li>Use and recapped syringe found on bed side locker in</li> <li>Use ns 500 Windows side</li> <li>Use polythene on bedside locker patient discharge last night bed</li> <li>Use polythene in cilamchi in</li> <li>With out draw sheet</li> <li>Use syringe on bed side locker</li> <li>Use gloves on bed side locker</li> <li>Semi private 4 floor use bed sheet on cardic table</li> <li>Open syringe found on bedside table</li> <li>Use syringe found on bedside table</li> <li>Disposable glass in chilamchi</li> <li>Very drity urinal found in patient side</li> </ul> | Department In-charge,<br>Housekeeping<br>Supervisor & Health<br>Inspector |
| III.    | Respiratory<br>Medicine Ward | <ul style="list-style-type: none"> <li>Use syringe found in</li> <li>Use cotton pad found in</li> <li>Use cotton pad found bedside table</li> <li>Use cotton and disposable glass found in dustbin</li> <li>Use needle found on electricity board</li> <li>Use syringe and sample found in sending basket</li> <li>Use cotton pad and use syringe on bed side locker</li> <li>Use cotton pad found bed side table</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | Department In-charge,<br>Housekeeping<br>Supervisor & Health<br>Inspector |
| IV.     | Neuro Sciences<br>Ward       | <ul style="list-style-type: none"> <li>Suction pipe bed no empty bed</li> <li>Open cath and use syringe and recapped</li> <li>Use syringe and cotton on bed locker</li> <li>Discard iv cath on bedside locker</li> <li>Discard item in window Use feeding tube found in chiamchi</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Department In-charge,<br>Housekeeping<br>Supervisor & Health<br>Inspector |

|       |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                           |
|-------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|       |              | <ul style="list-style-type: none"> <li>• Use bed sheet found on floor</li> <li>• Iv cath care not done</li> <li>• Trachostomy tube care not done last 2day</li> <li>• Mucous in suction catheter</li> <li>• Blood stained iv cath</li> <li>• Two Patients iv cath insertion date missing</li> <li>• Use bed sheet on floor</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                           |
| V.    | Derma Ward   | <ul style="list-style-type: none"> <li>• Broken Bangles and use cotton in</li> <li>• Use ns and cotton found in</li> <li>• Use linen on floor</li> <li>• Iv cath leak on bed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Department In-charge,<br>Housekeeping<br>Supervisor & Health<br>Inspector |
| V1.   | New Cath Lab | <ul style="list-style-type: none"> <li>• Recapped needle and gauge pieces used syringe has found</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector    |
| VII.  | Gyne Ward    | <ul style="list-style-type: none"> <li>• Plastic ring found in blue bin</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector    |
| VIII. | OPD 11       | <ul style="list-style-type: none"> <li>• General Waste in blue bin male dressing room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector    |
| Ix    | Dialysis     | <ul style="list-style-type: none"> <li>• Glass bottle With needle has found in blue</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector    |
| X     | DSA Lab      | <ul style="list-style-type: none"> <li>• Use tray found on bedside table room 118</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                           |
| XI    | Cardiac Ward | <ul style="list-style-type: none"> <li>• Use cotton on bed side table semi private 1 floor</li> <li>• Use and open syringe on bedside table semi private 1 floor</li> <li>• Use and open syringe found on bedside locker</li> <li>• Blood Stained iv cath</li> <li>• Open Oxygen point in semi private 1 floor</li> <li>• Suction point open in semi private 1 floor</li> <li>• Open iv set tip in semi private 1 floor</li> <li>• Without discharge tray</li> <li>• Use and recapped syringe on bed side table</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector    |
| XII   | GRR          | <ul style="list-style-type: none"> <li>• Recapped needle gloves or general waste has found on floor on</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector    |
| XIII  | ICU Comp.    | <ul style="list-style-type: none"> <li>• Needle container over flow bed no 16</li> <li>• Few over flow needle container in</li> <li>• Not label properly infusion pump syringe In</li> <li>• Over flow needle container in</li> <li>• Opened needle on floor in</li> <li>• Oxygen humidifier no washed monthly basis in procedure room</li> <li>• Broken bangles in blue bin</li> <li>• Paper in yellow bin</li> <li>• Mask in blue bin</li> <li>• Cotton in blue bin and plastic ring in blue bin bed no 21</li> <li>• Plastic ring in blue bin</li> <li>• Cotton pads on floor</li> <li>• Plastic ring in blue bin</li> <li>• Few suction Bottle and oxygen humidifier on washed as protocols</li> <li>• Sharp container over flow</li> <li>• Cotton in red bin</li> <li>• Cotton pad and recapped needle has found in red poly beg</li> <li>• Gloves has found in black poly beg</li> </ul> |                                                                           |

|     |              |                                                                                            |                                                                        |
|-----|--------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|     |              | <ul style="list-style-type: none"> <li>Syringe hub not being cut</li> </ul>                |                                                                        |
| XIV | Surgery Ward | <ul style="list-style-type: none"> <li>Abg sample in freeze without labeling in</li> </ul> | Department In-charge,<br>Housekeeping Supervisor<br>& Health Inspector |

b) Additional Point were discussed in the meeting: 29/03/2025

|    | Points Discussed                                                                          | Action to be taken Responsibility |
|----|-------------------------------------------------------------------------------------------|-----------------------------------|
| 1. | It was advised that staff to be properly instructed and trained before deploying on duty. | Ward In-Charge                    |

C) Needle stick injury report-Febrary -NILL



**Dr. C.M. Chaturvedi**  
**Deputy Medical Superintendent**  
**Chairperson - BMW Management Committee**

CC To:- The Director Administration  
IT Department  
All Members of the BMW Management Committee  
Quality Assurance Department/ICN

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