

CONFIDENTIAL PAPER WASTE

WHAT IS CONFIDENTIAL WASTE?

It is waste which contains confidential patient, Employee or Proprietary information printed on paper, plastic, film, IV bag label or any other material which requires disposal

POLICY: CSS - Confidential Waste Disposal Protocol

HOW DO I DISCARD PAPER CONFIDENTIAL WASTE?

APPROVED RECEPTACLES

ACCEPTABLE ITEMS INCLUDE:



DEKSIDESIDE/TOP BIN (AS NEEDED BASIS ONLY)

16"h x 11"w x 6"d

- 1) Dispose into pre-marked receptacle
- 2) Decant into locked console or wheeled bin at end of shift

- Personal Health Information (PHI) or Personal Information (PI) as defined within the policy
- Human Resources and personnel information such as name, hospital ID, HOOPP ID number, salary, pensions or benefit history.
- Financial information such as cost centre statements, contracts, requisitions.
- Meeting minutes
- Research information
- Labels with confidential patient Information
- Other documents that meet PHI/PI definitions

CONSOLE (LOCKED & STATIONARY)

36"h x 19"w x 19"d

- For Standard Daily Use



WHEELED BIN

46.5"h x 26.38"w x 33.62"d

- For Purging or Bulk Discard
- Remains Locked when Unattended

UNAPPROVED RECEPTACLES

WASTE OR RECYCLING RECEPTACLE WITH STAFF MADE LABEL



Use of recycling or waste receptacles marked with staff made label may lead to privacy breach

Don't have an approved receptacle? Contact x77744 or x73491 (KW, UCC & WLMH)

VISIT: HHS Intranet > Departments & Committees > Corporate Services > Waste Management > Confidential Waste

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PHONE: 905-521-2100 x73491