

	Quality Policy	Accident Policy for Bio-Medical Waste Handling		
	Version: 1	Effective Date:	17-09-2026	Next Rev Date: 31-08-2028
	Doc No: IVF/Ops Dep. / HIC-03	Reference:	Bio-Medical Waste Management Rules, 2016 (as amended up to 2026), MoEF&CC, GoI; CPCB Guidelines for Healthcare Waste, 2018; QAI -ART Centres 1st Edition, Mar 2018, HIC 6	

1. Purpose:

The purpose of this policy is to prevent accidents during the handling of bio-medical waste and to define the steps to be taken in the event of an accident, so as to ensure that bio-medical waste is managed in such a manner as to protect health and the environment against any adverse effects arising out of the handling of such waste, and that all accidents are recorded and reported in the manner prescribed under the Bio-Medical Waste Management Rules, 2016 and the amendments made thereunder.

2. Scope:

Applicable to all centres (Main and OPD) of Indira IVF Hospital Limited and to all persons engaged in the generation, segregation, collection, storage, handling, internal movement or hand-over of bio-medical waste at these centres.

3. Policy:

Any accident that occurs during the handling of bio-medical waste in the health care facility, and which has the potential to harm the environment or the safety and health of human beings, shall be recorded and reported by the health care facility as required under the Bio-Medical Waste Management Rules, 2016 (as amended). Accident reporting is governed by Rule 15 read with Rule 4(o) of the said Rules. Where no major accident has occurred during the reporting period, a nil report shall be submitted.

4. The accidents are classified into two categories.

- a) **Major Accident**
- b) **Minor Accident**

- a) **Major Accidents:** As defined under Rule 3(k) of the Bio-Medical Waste Management Rules, 2016, a major accident is an accident occurring while handling

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bio-medical waste which has the potential to affect large masses of the public. Major accidents include, but are not limited to, the following:

- Toppling of the truck carrying bio-medical waste
- Accidental release of bio-medical waste in any water body
- Fire Hazard
- Blasts
- Flooding or erosion of a deep burial pit, where applicable

b) Minor Accidents: Accidents other than major accidents, which do not have the potential to affect large masses of the public. Needle prick injuries and mercury spills are specifically excluded from the definition of major accident under Rule 3(k). Minor accidents include, but are not limited to, the following:

- Needle stick injuries,
- Splash exposure or
- Spillage of mercury / chemicals etc.

5. Roles and Responsibilities – Floor Coordinator and Authorised Person:

In case of any accident occurring in the health care facility, i.e. Main or OPD centre, it is mandatory under the Bio-Medical Waste Management Rules, 2016 for the health care facility to report each and every major accident occurring during the handling of bio-medical waste, including a nil report, to the respective State Pollution Control Board / Pollution Control Committee (SPCB/PCC), along with the records of remedial action taken including corrective and preventive action. The Floor Coordinator shall immediately inform the Centre Head; the Centre Head, being the occupier and authorised person for the centre, shall intimate the prescribed authority and shall sign the report in Form I.

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The prescribed authority shall be intimated immediately on occurrence of the accident, and the Accident Report in Form I shall be forwarded in writing to the respective SPCB/PCC within twenty-four (24) hours of the accident.

The health care facility shall also submit a consolidated report on accidents, both major and minor, along with the number of persons affected, the remedial action taken and the number of fatalities, as part of the annual report in Form IV (for the preceding calendar year), to be submitted to the SPCB/PCC on or before 30th June of every year. The inclusion of both categories in the annual report arises from two independent obligations under the said Rules and not from Rule 15(2) alone. Rule 4(o) requires the occupier to report major accidents, and the remedial action taken and the records relevant thereto (including a nil report), in Form I to the prescribed authority “and also along with the annual report”. Rule 15(2) separately requires that information regarding all other accidents and the remedial steps taken be provided in the annual report in accordance with Rule 13. Read together, major accidents enter the annual report through Rule 4(o) and all other (minor) accidents through Rule 15(2); accordingly, the accident particulars in Form IV (“Details of the accident occurred during the year”), which are not classified by severity in the prescribed format, shall be filled with the aggregate of all accidents occurring in the calendar year, with each major accident cross-referenced to the Form I already filed for it. The annual report shall also be made available online on the website of the occupier in accordance with Rule 13(4) of the said Rules. In addition, all Main centres, being bedded health care facilities, shall make the annual report available on their website as required under Rule 4(p) of the said Rules.

The reporting shall be done in Form I as prescribed under the Bio-Medical Waste Management Rules, 2016.

Minor accidents such as needle stick injuries and splash exposures shall, in addition, be managed as per the applicable IHL needle stick injury and post-exposure

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prophylaxis protocol, and shall be entered in the accident register maintained at the centre.

All records relating to accidents, the remedial action taken and the reports submitted in Form I shall be retained at the centre for a period of not less than five years in accordance with Rule 14 of the said Rules, and shall be produced for verification by the prescribed authority as and when required.

6. Accident reporting format

FORM I [See rule 4(o), 5(i) and 15(2)] ACCIDENT REPORTING

1. Date and time of accident:
2. Type of accident:
3. Sequence of events leading to accident:
4. Has the Authority been informed immediately:
5. The type of waste involved in accident:
6. Assessment of the effects of the accidents on human health and the environment:
7. Emergency measures taken:
8. Steps taken to alleviate the effects of accidents:
9. Steps taken to prevent the recurrence of such an accident:
10. Does your facility have an Emergency Control policy? If yes, give details:

Date:

Signature

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Place:

Designation

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7. Reporting of Accident in Annual BMW report

Each centre shall record the details of every accident, major as well as minor, occurring during the calendar year, along with the number of persons affected, the number of fatalities and the remedial steps taken, and shall furnish the same while submitting the annual bio-medical waste report of that centre in Form IV to the respective State Pollution Control Board / Pollution Control Committee on or before 30th June every year. This entry shall carry the aggregate of all accidents of that calendar year — major accidents being reportable in the annual report under Rule 4(o) and all other (minor) accidents under Rule 15(2) read with Rule 13 — and the number reported shall reconcile with the accident register maintained at the centre and with the Form I reports, if any, filed during the year. Where no accident has occurred during the year, a nil entry shall be made.

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