

# Safe Work Instruction – COVID - 19

**DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION**

<b>TASK</b>	<b>TOUCHPOINT AND ROUTINE ENVIRONMENTAL CLEAN</b>	
<b>SCOPE</b>	This SWI describes details the standard regular cleaning of rooms or areas during a health pandemic. Regular cleaning of the environment is essential.  In the situation of a suspected or confirmed exposure use the Safe Work Procedure:  <b>TERMINAL AND DECONTAMINATION CLEAN</b>	
<b>EQUIPMENT REQUIRED</b>	PPE	Cloths and Brushes
	Mop and Bucket	Plastic bags
	Wipes	Cleaning solutions
<b>SUPPORTING REFERENCES</b>	Safety Data Sheets	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>	Protective clothing may recommended								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<b>GENERAL PRECAUTIONS</b>
<ul style="list-style-type: none"> <li>• Avoid people experiencing fevers, sweats, chills, or other flu-like symptoms</li> <li>• Avoid touching face, in particular mouth, nose, and eyes</li> <li>• All workers should be encouraged to practise frequent handwashing</li> <li>• Where possible, stay at least 1.5 metres or more away from people unless wearing appropriate PPE</li> <li>• Maintain good respiratory (cough) etiquette, i.e. cover mouth with elbow and do not cough onto people, objects or into open air</li> </ul>

**BEFORE YOU START TAKE 5 FOR SAFETY**

<p><b>STOP</b> and think about the potential dangers of the task and work area</p>	<p><b>LOOK</b> and identify new hazards, and report these to the manager</p>	<p><b>ASSESS</b> the risk, consider any possible threats of damage or injury</p>	<p><b>CONTROL</b> hazard with suitable control measure to reduce risk</p>	<p><b>DO</b> the task and monitor hazards by keeping a look out for changes</p>
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**STEP BY STEP GUIDE**

**Pre-Operation**

- **Wash hands thoroughly with soap and running water for 40-60 seconds**
- Gather appropriate cleaning materials and equipment as follows. Ensure this equipment is clean. Equipment may include:
  - Cloths
  - Brushes
  - Wipes
  - Mop, including clean mop heads
  - Clean mop bucket
  - Clean plastic bags
  - Cleaning solution
- Apply appropriate clothing and PPE in the following order:
  - Disposable gloves
  - Eye Protection – For Decanting chemicals
- These PPE recommendations are those that protect the wearer from the coronavirus.
- **Additional PPE, such as an eye protection might be needed during chemical decanting if not using pumps or dispensers**
- Any breaches in PPE (e.g., tear in gloves) or any potential exposures should be reported immediately to your manager or supervisor

**Instructions**

- Prepare cleaning agents and disinfectants. The **preferred cleaning agent** for this process is Agar CounterFlu
- Follow manufacturer’s instructions for appropriate dilution and use.
  - Counterflu is designed to be diluted with water.
  - Dilutes to 1:20 for hospital-grade disinfection
- The cleaning solution shall be TGA approved hospital grade disinfectant during the pandemic
- ANY cleaning solutions should be prepared and applied in accordance with the manufacturer's recommendation
- Where possible open outside doors and windows to increase air circulation and ensure ventilation
- **Clean all workstation surfaces on site that site personnel have access to, even those in low traffic areas.**
- **Cleaning workers should clean, sanitise and where required disinfect all frequently touched areas (e.g. lift buttons, handrails, doorknobs, armrests, seat backs, keyboards, switches etc.) and toilet surfaces with the cleaning solution and allow to air dry. Bleach solution can be used where surface is suitable, and client has approved.**
- Clean surfaces with a cloth as follow:
  - Thoroughly wet (soak) a fresh cleaning disposable cloth in the cleaning solution.
  - Fold the cloth in half until it is about the size of a hand as this will ensure that all of the surface area can be used efficiently (fold them in half, then in half again, and this will give 8 sides).
  - Use general strategies as follows:
    - Proceed from cleaner to dirtier areas to avoid spreading germs.
    - Clean high to low / top to bottom. This is because contaminants will drip / fall downwards.
    - Clean in a systematic manner to avoid missing areas, e.g., from left to right or clockwise.
    - Wipe the surface thoroughly to wet it, which will allow the disinfectant to work correctly.
    - When one side of the cloth is dirty, unfold to expose a clean section. Repeat until all clean sides of the cloth are now dirty

- Do not dip the dirty cloth back into the cleaning solution.
- When all the sides of the cloth have been used or when it is no longer saturated with solution, dispose of the cleaning cloth into the plastic bag.
- Repeat the process as many times as necessary until all surfaces are cleaned.
- **Leave the clean and disinfected area**
- **IF REQUIRED** Mop the floor using a clean mop head using a new batch of cleaning solution. Change the water if there is a large area of floor to be cleaned.

### Finishing Up

- Place all disposable cleaning materials, including mop head in a sealable plastic bag.
- The plastic bag can be disposed of into a general waste bin with a closing lid.
- Remove and dispose of PPE in the following order:
  - Remove and dispose of gloves in a plastic bag
  - Wash hands with soap and running water (40-60 seconds), or use alcohol-based hand rub (20-30 seconds);
  - The plastic bag (containing disposed-of PPE) can be disposed of into a general waste bin with a closing lid
- **Wash hands thoroughly with soap and running water for 40-60 seconds**

### EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

### FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?