











# Safe Work Instruction - Cleaning

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

|                              |   |                                    |
|------------------------------|---|------------------------------------|
| <b>TASK</b>                  | <b>BODILY FLUIDS</b>  |                                    |
| <b>SCOPE</b>                 | This SWI describes the cleaning and managing bodily fluids (including spills) |                                    |
| <b>EQUIPMENT REQUIRED</b>    | Paper towel   | Cardboard scraper                  |
|                              | Neutral detergent   | Safety signage                     |
|                              | Plastic disposable bags   | Bucket and Mop (yellow)            |
|                              | Spill Kit (potentially)   |                                    |
| <b>SUPPORTING REFERENCES</b> | SWMS – Cleaning – General Areas   | SWMS – Cleaning – Public Amenities |
|                              |   |                                    |

| 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 checked="" type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input type="checkbox"/>  |
| <b>OTHER</b>  | Protective clothing and overshoes may be required for large spills or clean-ups     |   |   |   |   |  |   |   |   |

| KEY HAZARD AND RISK CONTROLS – Safety, Environment and General  |
|---|
| <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Avoid exposure of skin and mucous membrane to blood and bodily fluids</li> <li>Use appropriate safety signage at access points to area</li> <li>Always wear PPE and ensure it is in good condition</li> <li>Always wash hands before, after contact, and on removal of PPE</li> </ul> |
| <p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Keep chemical use to a minimum</li> <li>Waste solution to be disposed of in sewage (toilet or cleaners sink)</li> </ul>  |
| <p><b>General</b></p> <ul style="list-style-type: none"> <li>Wash equipment and allow to dry afterwards</li> <li>Use yellow colour coded cleaning equipment</li> </ul>  |

**BEFORE YOU START TAKE 5 FOR SAFETY**

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

**STEP BY STEP GUIDE**

**Pre-Operation**

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults
- Review SDS of any chemicals to be used
- Cover any cuts/abrasions on hands
- Wash hands and apply all required PPE and make sure it is in good working condition
- Place safety signage at all access points to notify other persons of task (or communicate if a spill)

**Instructions**

- If safe to do so, carefully remove/deal with any hazards that may have caused the spill (e.g., remove sharps with they caused wound)
- Contain the spill by using paper towels or disposable absorbent material (e.g., spill kit) around the edge of spill, then working inwards – **DO NOT** use chemicals at this stage. **DO NOT** walk or kneel in any bodily Fluids
- If necessary, use a cardboard scraper (or dustpan) to remove solid material and place in a double bagged disposable bag
- Use paper/absorbent towel to soak up fluids. If applicable throw water over affect area to remove bodily fluids
- Clean area with warm water and diluted cleaning solution. Clean the surface area thoroughly with diluted bleach (or approved solution) and allow to air dry
- For small spills (spots of blood on tiles) an alcohol wipe may be enough
- If the spill is on carpet, clean thoroughly with warm water and cleaning solution and arrange for carpet to be shampooed with an industrial cleaner as soon as possible

**Finishing Up**

- Dispose of contaminated waste (e.g., dressings, wipes, cleaning cloths, tissues/paper towels, human tissue, and blood) in disposable bags (double bagged)
- Have any disposable items used from the spill kit replaced after clean-up
- Clean equipment, once dry return cleaners’ area
- Wash hands, remove, and dispose of any PPE, and wash hands again

**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?