

SECTION 1: DETAILS	
<b>Purpose &amp; Scope</b>	This Safe Work Procedure (SWP) describes the safe work methods to be followed when undertaking a low risk COVID-19 Precautionary Clean of a van or pod. This procedure applies to all Orange Sky (OS) personnel, including employees, volunteers and contractors.
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>Guide - Pre/Post Shift Van Clean</li> </ul>
<b>Location of Task</b>	All states and regions OS operates in throughout Australia and New Zealand.
<b>Equipment Required</b>	Disposable impermeable gloves (powder-free latex or vinyl gloves and neoprene or nitrile gloves for personnel with latex allergies), hand sanitiser, Glen 20 or similar disinfectant, multi-purpose cleaner, rubbish bags, roll of cloths, face masks, safety goggles, apron for Biohazard Kit - optional.
<b>Hazards</b>	Manual handling, including sustained awkward postures. Slips, trips and falls, exposure to COVID-19.
<b>Help?</b>	For help, questions or enquiries, call Service Support on: <ul style="list-style-type: none"> <li>Australia: <b>0488 851 113</b></li> <li>New Zealand: <b>09 801 8371</b></li> </ul>
<b>Review &amp; updates</b>	This SWP will be reviewed annually from the date of issue. Revisions will be made in light of new safety guidelines or if operating parameters change.

### SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN



Enclosed shoes



Disposable glove



Eye protection



Face masks

### SECTION 3: COVID 19 INFORMATION

#### How COVID-19 Spreads

COVID-19 is a virus that can cause respiratory infections. It is mostly (but not always) spread through person to person contact such as:

- Close contact with a person with a confirmed case who sneezes or coughs.
- Touching your mouth or face after touching surfaces or objects such as door handles and hard surfaces which have been contaminated.
- Close contact with a person who is not showing symptoms but who is still infected with the virus.

#### Symptoms

If you have any of the following symptoms, do not come to shift and get tested - fever, coughing, sore throat, fatigue, shortness of breath.

#### Protect Yourself and Others

- Also follow the advice of health professionals.
- Follow Orange SKY's Golden Rules.

### SECTION 4: HOW TO CLEAN & DISINFECT

Cleaning and disinfecting are two different processes:

- **Cleaning** means physically removing germs, dirt and organic matter from surfaces.
- **Disinfecting** means using chemicals to kill germs on surfaces. It's important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectants may not kill the virus if the surface has not been cleaned first.

**Step 1:** Start by thoroughly cleaning surfaces using the multi-purpose cleaner and a damp cloth. Always clean from the cleanest surfaces to the dirtiest surfaces. This stops the transfer of germs to cleaner surfaces and allows you to physically remove and dispose of the largest possible amount of germs.

**Step 2:** Next apply the disinfectant on the surface or touchpoint. A disinfectant will not kill germs if the surface has not been cleaned first. Let the spray air dry on the surface for 10 minutes (or the time specified by the manufacturer). After 10 minutes wipe the disinfectant off the surface with a damp cloth. Dispose of all used cloths in the rubbish after use.

### SECTION 5: SAFE WORK PROCEDURE

STEP	TASK	ACTIVITY & CONTROL MEASURES / PRECAUTIONS
1	<b>Location of clean</b>	<p>Chose a safe location to carry out the clean that is:</p> <ul style="list-style-type: none"> <li>• away from other moving vehicles or equipment (ie cars, forklifts)</li> <li>• not on the side of a road</li> <li>• provides plenty of room for you to work in</li> <li>• is not on a steep incline or decline</li> </ul>
2	<b>Pre-start</b>	<p><b>Check you have all the equipment</b></p> <p>Prior to starting the clean double check, you have all the equipment you need to perform the clean:</p> <ul style="list-style-type: none"> <li>• 3 x disposable impermeable gloves (at leasts)</li> <li>• 1 x hand sanitiser</li> <li>• 1 x Glen 20 or similar disinfectant</li> <li>• 1 x multi-purpose cleaner</li> <li>• 2 x rubbish bags (at least)</li> <li>• 1 x roll of cloths</li> <li>• 2 x face masks (at least)</li> <li>• 1 x safety goggles - required when cleaning showers</li> <li>• 1 x apron for Biohazard Kit - optional.</li> </ul>
3	<b>Remove equipment from van</b>	<p>Start removing all the equipment from the side and rear of the van. Place the equipment on the ground next to the van in a way that will make it easy to clean later (see step 7).</p> <p>Equipment to remove includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>• orange chairs</li> <li>• washing baskets</li> <li>• magnetic signs</li> <li>• donation boxes and/or plastic tubs</li> </ul>

		<ul style="list-style-type: none"> <li>• trip guards</li> </ul> <p><b>! Important:</b> practice safe manual handling when entering or exiting the van, and lifting, carrying and removing equipment (see step 12.1)</p>
<b>4</b>	<b>Put on PPE</b>	<p><b>4.1 Sanitise your hands</b> Once you have removed all the equipment from the van, clean your hands using the hand sanitiser or by washing your hands for no less than 20 seconds with soap and water.</p> <p><b>4.2 Apron for Biohazard Kit - optional</b></p> <ul style="list-style-type: none"> <li>• If you want to use the apron, put the apron on first.</li> </ul> <p><b>4.3 Putting on your face mask</b></p> <ol style="list-style-type: none"> <li>1. Pick up the mask by the ear straps.</li> <li>2. Inspect the mask for tears or holes (do not use a mask that has previously been worn or is damaged).</li> <li>3. Identify which side is the top - usually where the metal strip is.</li> <li>4. Identify the inside of the mask - usually the white side.</li> <li>5. Place the mask on your face covering your nose, mouth and chin.</li> <li>6. Pinch the metal strip so that it moulds to the shape of your nose.</li> <li>7. Do not touch the front of the mask while using it to avoid contamination.</li> </ol> <p><b>4.4 Removing your face mask</b></p> <ol style="list-style-type: none"> <li>1. Prior to taking the mask off, wash your hands again.</li> <li>2. Remove the straps from behind your ears without touching the front of the mask and pull the mask away from your face.</li> <li>3. Discard the mask immediately in a rubbish bag.</li> <li>4. Wash your hands again after disposing of the mask in the rubbish.</li> </ol> <p><b>! Remember:</b> masks are single-use only</p> <p><b>4.5 Safety goggles - optional or required if cleaning a shower</b></p> <ul style="list-style-type: none"> <li>• Pick up the goggles by the arms.</li> <li>• Place the goggles on, be careful not to touch the lens to avoid smudging and causing blurred or impaired vision.</li> <li>• Remove the goggles by holding the arms and lifting them over your ears and away from your face.</li> </ul> <p><b>4.6 Disposable gloves</b></p> <ul style="list-style-type: none"> <li>• As you put your gloves on, inspect for holes or tears - if torn, replace them with another pair.</li> <li>• If wearing the apron, pull the gloves up to cover the wrist of the apron.</li> </ul> <p><b>4.7 Removing disposable gloves</b></p> <ul style="list-style-type: none"> <li>• Grasp the outside of the glove with the opposite gloved hand and peel off and place in the rubbish bag.</li> <li>• Slide fingers under remaining glove and peel off from the rear turning the glove inside out, being careful not to touch the outside of the glove.</li> <li>• Place the second glove in the rubbish.</li> <li>• Wash your hands after disposing of the gloves in the rubbish.</li> </ul>
<b>5</b>	<b>Clean the cab</b>	<p>Starting at the front of the van work your way towards the rear cleaning and disinfecting the surfaces and touchpoints of the cab as outlined in section 3 including:</p>

		<ul style="list-style-type: none"> <li>• The vans dashboard</li> <li>• Instrument and infotainment panel</li> <li>• Dashboard storage bins</li> <li>• Hand brake</li> <li>• Glove box</li> <li>• Steering Wheel and gear stick</li> <li>• Indicator and windscreen wiper levers</li> <li>• Internal door handles</li> <li>• Sun visors</li> <li>• Seat belt buckles</li> <li>• The handrails</li> <li>• Any attached hand sanitiser/soap dispensers</li> <li>• Control box buttons</li> <li>• Any other surface you feel needs to be cleaned</li> </ul> <p>Always clean from the cleanest surfaces to the dirtiest surfaces. Change your gloves when necessary - if they become dirty, dispose of them in a rubbish bag and use a new pair to continue the clean.</p> <p>Let the spray air dry on the surfaces for 10 minutes (or the time specified by the manufacturer. <b>Note</b> - after several applications of spray a layer of film could form on the surface that may need to be wiped off with a cloth.</p>
<b>6</b>	<b>Clean side of van</b>	<p>Next, clean and disinfect the surfaces and touchpoints of the side of the van as outlined in section 3 including:</p> <ul style="list-style-type: none"> <li>• Washing machine and dryers including:             <ul style="list-style-type: none"> <li>○ control panels and buttons</li> <li>○ door handles</li> </ul> </li> <li>• The generator control panel</li> <li>• Fuse box</li> <li>• Handrails</li> <li>• Any attached hand sanitiser/soap dispensers</li> <li>• Shower cubicle (shower vans)</li> <li>• Washing basin (shower vans)</li> <li>• Any other surfaces/ touchpoints you feel need to be cleaned</li> </ul> <p>Always clean from the cleanest surfaces to the dirtiest surfaces. Change your gloves when necessary - if they become dirty dispose of them in a rubbish bag and use a new pair to continue the clean.</p> <p><b>! IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• <b>Be careful when cleaning around switches and power outlets. Do not spray anything directly into an outlet.</b></li> <li>• <b>Watch your step - when inside the van, don't step back too far and fall out of the side door.</b></li> </ul>
<b>7</b>	<b>Clean equipment</b>	<p>As outlined in section 3, clean and disinfect equipment including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Orange chairs</li> <li>• Washing baskets</li> <li>• Magnetic signs</li> <li>• Donation boxes and/or plastic tubs</li> </ul> <p><b>! IMPORTANT:</b></p>

		<b><i>Practice safe manual handling when cleaning and disinfecting equipment, including when lifting, moving and bending over equipment (see step 12.1)</i></b>
<b>8</b>	<b>Clean back of van</b>	<p>Next clean and disinfect the surfaces and touchpoints of the back of the van as outlined in section 3 including:</p> <ul style="list-style-type: none"> <li>● Washing machine and dryers including: <ul style="list-style-type: none"> <li>○ control panels and buttons</li> <li>○ door handles</li> </ul> </li> <li>● The clean and grey water tanks and connections</li> <li>● Any attached hand sanitiser/soap dispensers</li> <li>● Shower cubicle (shower and hybrid vans)</li> <li>● Washing basin (shower and hybrid vans)</li> <li>● Any other surfaces/ touchpoints you feel need to be cleaned</li> </ul> <p>Always clean from the cleanest surfaces to the dirtiest surfaces. Change your gloves when necessary - if they become dirty dispose of them in a rubbish bag and use a new pair to continue the clean.</p> <p><b>! IMPORTANT:</b> <b><i>Watch your step - when inside the van, don't step back too far and fall out of the back door.</i></b></p>
<b>9</b>	<b>Put equipment away</b>	<p>After you have cleaned and disinfected the inside of the van, put away all the equipment. Ensure that the inside of the van and the equipment is dry. Once the equipment has been put away, close all the doors.</p> <p>Change your gloves when necessary - if they become dirty dispose of them in a rubbish bag and use a new pair to continue the clean.</p> <p><b>! IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>● <b><i>Watch your step - be careful not to trip over the equipment on the ground.</i></b></li> <li>● <b><i>Practice safe manual handling as you - pick up, carry, put down, twist, turn and bend over.</i></b></li> </ul>
<b>10</b>	<b>Clean external touchpoints</b>	<p>Clean and disinfect the external touchpoints of the van as outlined in section 3 including:</p> <ul style="list-style-type: none"> <li>● Door handles</li> <li>● surfaces that may have been touched, like windows or areas where posters had been affixed.</li> <li>● Lockbox</li> <li>● Diesel cap</li> <li>● Any other surfaces/ touchpoints you feel need to be cleaned</li> </ul> <p>Always clean from the cleanest surfaces to the dirtiest surfaces.</p> <p>Change your gloves when necessary - if they become dirty dispose of them in a rubbish bag and use a new pair to continue the clean.</p>
<b>11</b>	<b>Dispose of rubbish</b>	<p>Once the precautionary clean has been completed, dispose of all PPE, cloths and other rubbish in the rubbish bag and place the rubbish bag in a rubbish bin.</p> <p>After disposing of the rubbish, wash your hands with soap and water for no less than 20 seconds or with hand sanitiser.</p> <p>If you used the safety goggles, wipe them clean with the multi-purpose cleaner.</p>

### GENERAL SAFETY

**12** **12.1 Manual handling**  
 A manual handling task becomes **hazardous** when it subjects the person to one or more of the following: **repetitive or sustained force, high or sudden force, repetitive movement, sustained or awkward posture, exposure to vibration** while the person is lifting, lowering, pushing, pulling, carrying, moving, holding or restraining something.

**How manual handling injuries happen**

- Incorrect lifting techniques
- Bad positioning
- Heavy loads
- Inappropriate movements
- Most back problems are a result of years of neglect & wear & tear
- Poor posture, fitness, lack of strength & flexibility

**Correct Lifting**

**1)** Assess the load, are you sure you can lift the weight? **2)** If lifting, face the direction of travel, check your balance & position with feet shoulder-width apart. **3)** When lifting, use your legs, not your back. Bend your knees keeping your back straight and arms close to your body. Do not jerk, keep the movement smooth. **4)** Keep the heaviest part of the load against your body. **5)** When moving your load, move & turn from your feet, not your waist, do not twist.



**12.2 Slips, trips and falls**

These hazards can be hard to spot, accidents can happen in seemingly safe environments. Injuries may result in sprains, strains, cuts, bruising, back injuries and broken bones.

**Slips:** surfaces can become slippery when the area has become wet, be sure to clean up spills straight away.

**Trips:** can occur because of uneven ground, hoses, washing baskets, and clutter. Always use trip guards and remove clutter from walkways.

**Falls:** injuries from falls can occur from any height. When entering the front, side or rear doors of the vans always have 3 points of contact as you climb up and down.

**12.3 Using disinfectants safely**

- Follow all manufacturer's instructions.
- Do not use different types of disinfectants together.

- Store your disinfectants safely and securely, out of direct sunlight and away from heat sources.
- If you need to mix your disinfectants, do so in a well-ventilated area.
- For spraying or misting products, spray directly into the cleaning cloth to dampen the cloth for use. Take care not to generate a mist.
- PPE to use when diluting and using disinfectants includes:
  - gloves, elbow-length if available, and
  - eye protection (safety goggles, not prescription glasses).