






SECTION 1: DETAILS				
<b>Purpose &amp; Scope</b>	This Safe Work Procedure (SWP) describes the safe work methods to be followed when cleaning bodily fluids such as vomit and faeces (human or animal) from a <b>shower</b> either before the load has gone through or afterwards. This procedure applies to all employees, contractors, volunteers and representatives of Orange Sky (OS). It is to be read in association with the OS SWPs listed below.			
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• SWP – Cleaning up Body Fluids/Substances</li> <li>• SWP – Washing Machine Biohazard Clean</li> <li>• SWP – Dryer Biohazard Clean</li> </ul>			
<b>Location of Task</b>	All states and territories throughout Australia and regions throughout New Zealand OS operates in.			
<b>Equipment Required</b>	<ul style="list-style-type: none"> <li>• Portable Biohazard Spill Kit</li> <li>• Domestos Citrus Fresh Disinfectant (Thick) or similar disinfectant</li> <li>• Van’s standard disinfectant/cleaner</li> <li>• 1 x scrubbing brush</li> <li>• 2 x standard rubbish bags</li> <li>• 3-4 x cloths or 1 x roll of paper towels</li> <li>• 2-3 x old towels</li> </ul>			
<b>Hazards</b>	<ul style="list-style-type: none"> <li>• Infections following hand to mouth/nose/eye contact, as well as contact with aerosols generated by splashing, spraying, splattering of bodily fluids/substances.</li> <li>• There is also a risk of infection via broken skin (cuts or scratches).</li> <li>• Health effects from cleaning products may result in eye/skin irritation and/or dermatitis and respiratory irritation.</li> <li>• When using bleach solutions or disinfectants, always follow the manufacturer’s instructions on the bottle.</li> </ul>			
<b>Help?</b>	For help, questions or enquiries, call Service Support on: <ul style="list-style-type: none"> <li>• AU - <b>0488 851 113</b></li> <li>• NZ - <b>09 801 8371</b></li> </ul>			
SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN				
				
<b>Enclosed shoes</b>	<b>Plastic apron</b>	<b>Face mask</b>	<b>Disposable glove</b>	<b>Eye protection</b>
SECTION 3: OVERVIEW				
<p>While the risk of disease or infection from bodily fluids/substances is small, the results can be serious such as Hepatitis B, C and HIV. Therefore, all body fluid spills must be treated as potentially infectious. Orange Sky’s policy is to <b>not</b> wash laundry soiled with <b>vomit</b> or <b>faeces</b> that could leave residue in the machine after the cycle. Care should also be taken when handling any laundry soiled with <b>blood</b> or bodily fluids, such as <b>urine</b>, prior to or after a friend has used our showers.</p>				

SECTION 4: SAFE WORK PROCEDURE		
STEP	ACTION / TASK	CONTROL MEASURES / PRECAUTIONS
<b>1. Bodily Fluids Discovered Pre-Shower (cubicle is dry)</b>		
<p><b>IMPORTANT</b> – If you are exposed to body fluids on body parts other than your hands, the area should be washed with soap and water if on the skin and with water if the eyes are splashed. If in the mouth, the body fluid should be spat out, and the mouth rinsed several times with water.</p>		
	<p>If bodily fluids are discovered prior to having a shower (shower cubicle is dry):</p> <p><b>1.1</b> Put on PPE – gloves, goggle, facemask, etc.</p> <p><b>1.2</b> Carefully inspect the cubicle to determine if any fluids have entered the shower drain.</p> <ul style="list-style-type: none"> <li>• If <b>YES</b> – place the shower out of order. A biohazard clean will have to be performed; refer to <b>step 2</b>.</li> <li>• If <b>NO</b> – do you feel the quantity of the spill is small enough that it can be cleaned up on shift?               <ul style="list-style-type: none"> <li>○ If <b>NO</b> – place the shower out of order, a biohazard clean will have to be performed, refer to <b>step 2</b>.</li> <li>○ If <b>YES</b> – take the Biohazard Spill Kit and put on any PPE if you haven't already – apron, gloves and face mask with wrap-around eyeshield.</li> </ul> </li> </ul> <p><b>1.3</b> Open <b>ZeoMed absorbent powder</b> satchel and apply evenly over the spill area and the shower cubicle. Allow <b>1-2 minutes</b> for the powder to absorb spill and odours.</p> <p><b>1.4</b> Dispose of the cloth/paper towels and the gloves in the trash after use.</p> <p><b>1.5</b> Using the scraper and scoop, pick up the substance and place into a flat standard rubbish bag (not found in the spill kit); then place scraper and scoop into the bag once done.</p> <p><b>1.6</b> Seal the bag securely with one of the ties provided and place the bag into a second standard rubbish bag.</p> <p><b>1.7</b> Clean the cubicle, including the cubicle walls (to ensure all residue and splashes have been wiped down) with the <b>Clinical Detergent Solution</b> (use all of the solution) using one of the cleaning cloths provided from the spill kit. Contain the spill by wiping from the outside towards the centre.</p> <p><b>1.8</b> Place the contaminated cloth into the second rubbish bag.</p> <p><b>1.9</b> Run the shower hot for <b>five minutes</b> to rinse the shower and flush the pipes.</p> <p><b>1.10</b> After five minutes, if the shower smells or has lingering odours, allow a further five minutes.</p>	<ul style="list-style-type: none"> <li>• <b>Helpful</b> – According to the <b>National Occupational Health &amp; Safety Commission</b>, it is generally unnecessary to use bleach for managing spills. While you may feel more reassured that the risk of infection is reduced if bleach is used there is no evidence of benefit from an infection control perspective.</li> <li>• Depending on the quantity of waste, use the protective clothing from the <b>Biohazard Spill Kit</b> if necessary.</li> <li>• <b>Caution</b> – Be mindful of your footing when entering or exiting the van. Ensure you use 3 points of contact to enter or exit the van.</li> <li>• <b>Ventilation</b> – Whenever you use cleaning products in a confined space such as the shower cubicle ensure you have the van door open to help create as much ventilation as possible.</li> <li>• <b>Manual Handling</b> – Use correct techniques when bending over, twisting or reaching overhead while cleaning the shower.</li> <li>• <b>Helpful</b> – Contain the spill by wiping from the outside towards the centre.</li> <li>• <b>Avoid cross-contamination</b> – Do not touch the inside of the second bag.</li> </ul>

- 1.11 Dry the cubicle and walls with the second cloth, then also dispose of the cloth by placing it in the second rubbish bag.
- 1.12 Remove PPE – apron, face mask and gloves and also place in second rubbish bag. Seal the bag securely with second tie then dispose of bag; refer to **step 3**.
- 1.13 Put on a new pair of disposable gloves.

- **Incident Report** – complete an Incident Report if the machine needs a biohazard clean.

#### 2. Bodily Fluids Discovered Post Shower (cubicle is wet)

If bodily fluids are discovered after a shower (shower cubicle is wet):

- 2.1 Place the shower out of order, a biohazard clean will have to be performed.
- 2.2 Back at the van base or somewhere suitable to safely perform the task, take the **Biohazard Spill Kit** and put on PPE: apron, gloves and face mask with wrap-around eyeshield.
- 2.3 Open **ZeoMed absorbent powder** satchel and apply evenly over the spill area and the shower cubicle and drain. Allow 1-2 minutes for the powder to absorb spill and odours.
- 2.4 Using the scraper and scoop, pick up the waste and place it into a standard rubbish bag (not found in the spill kit); then place the scraper and scoop into the bag once done.
- 2.5 Seal the bag securely with one of the ties provided and place it into a second rubbish bag.
- 2.6 Clean the cubicle, including the cubicle walls (to ensure all residue and splashes have been wiped down) with the **Clinical Detergent Solution** (use all of the solution) using one of the cleaning cloths provided from the spill kit. Contain the spill by wiping from the outside towards the centre.
- 2.7 Place the contaminated cloth into the second rubbish bag.
- 2.8 Dry the cubicle and walls with the second cloth, then also dispose of the cloth by placing it in the second rubbish bag.
- 2.9 Pour **Domestos Citrus Fresh Disinfectant (Thick)** or similar onto the shower cubicle's floor and walls and spread the disinfectant over the surfaces with a cloth or paper towel without wiping off and leave for **10 minutes**.

- Depending on the quantity of waste, use the protective clothing from the **Biohazard Spill Kit** if necessary.
- **Caution** – Be mindful of your footing when entering or exiting the van. Ensure you use 3 points of contact to enter or exit the van.
- **Ventilation** – Whenever you use cleaning products in a confined space such as the shower cubicle ensure you have the van door open to help create as much ventilation as possible.
- **Manual Handling** – Use correct techniques when bending over, twisting or reaching overhead while cleaning the shower.
- **Helpful** – Contain the spill by wiping from the outside towards the centre.
- **Avoid cross-contamination** – Do not touch the inside of the second bag.
- **Incident Report** – complete an Incident Report if the machine needs a biohazard clean.

<p><b>2.10</b> Pour Domestos Citrus Fresh Disinfectant (Thick) or similar down the drain and leave for <b>10 minutes</b>.</p> <p><b>2.11</b> After 10 minutes run the shower hot for <b>five minutes</b> to rinse the cubicle and flush the pipes.</p> <p><b>2.12</b> After five minutes if the shower smells or has lingering odours, allow a further five minutes with the door open to help ventilate the cubicle further.</p> <p><b>2.13</b> Dry the shower as per normal using the squeegee and other standard cleaning products</p> <p><b>2.16</b> Remove PPE - apron, face mask and gloves and also place in second rubbish bag. Seal the bag securely with second tie then dispose of bag, refer to <b>step 3</b>.</p> <p><b>2.17</b> Put on a new pair of disposable gloves.</p>	<ul style="list-style-type: none"> <li>Leaving for 10 minutes gives the disinfectant time to kill the remaining germs.</li> <li><b>Avoid cross-contamination.</b> Do not touch the inside of the second bag.</li> </ul>
<p><b>3. Disposing of the Rubbish Bag</b></p>	
<p><b>3.1</b> Once the rubbish bag has been cable tied, dispose of the bag in a rubbish skip or appropriate industrial bin. Not an internal house or office bin.</p> <p><b>3.2</b> Wash your hands with soap and warm water for no less than <b>20 seconds</b>.</p>	<ul style="list-style-type: none"> <li>Alcohol-based hand sanitisers can be used to decontaminate your hands when handwashing facilities are not available. However, they do not replace the importance of handwashing with soap and water.</li> </ul>
<p><b>4. Order New Biohazard Spill Kit</b></p>	
<p>There should always be a Biohazard Spill Kit in the van, so once it is used, request that the Service Leader or Vehicle Leader orders a new one by emailing:</p> <ul style="list-style-type: none"> <li>operations@organesky.org.au</li> <li>operations@organesky.org.nz</li> </ul>	
<p><b>5. Cleaning &amp; Disinfection Definitions</b></p>	
<p>Cleaning and disinfecting are two different processes:</p> <ul style="list-style-type: none"> <li><b>Cleaning</b> means physically removing germs, dirt and organic matter from surfaces.</li> <li><b>Disinfecting</b> 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.</li> </ul> <p>A combination of cleaning and disinfection will be most effective in removing and killing germs. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the germs.</p>	<ul style="list-style-type: none"> <li><b>Important</b> - Disinfectant may not kill the germs if the surface has not been cleaned first.</li> <li><b>Helpful</b> - You can use water, other multi-purpose cleaners, even the disinfectant to perform the clean. Simply spray on the surface and wipe the surface down.</li> <li><b>Remember</b> - Leaving for 10 minutes gives the disinfectant time to kill the remaining germs.</li> </ul>