






SECTION 1: DETAILS				
Purpose & Scope	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 washing machine either before the load has gone through or afterwards when residue of the substance remains in the machine. 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.			
Related Documents	<ul style="list-style-type: none"> • SWP – Cleaning up Body Fluids/Substances • SWP – Dryer Biohazard Clean • SWP – Shower Biohazard Clean 			
Location of Task	All states and territories throughout Australia and regions throughout New Zealand OS operates in.			
Equipment Required	<ul style="list-style-type: none"> • Portable Biohazard Spill Kit • Domestos Citrus Fresh Disinfectant (Thick) or similar disinfectant • Van’s standard disinfectant/cleaner • 1 x scrubbing brush • 2 x standard rubbish bags • 3-4 x cloths or 1 x roll of paper towels • 2-3 x old towels 			
Hazards	<ul style="list-style-type: none"> • Infections following hand to mouth/nose/eye contact, as well as contact with aerosols generated by splashing, spraying, splattering of bodily fluids/substances. • There is also a risk of infection via broken skin (cuts or scratches). • Health effects from cleaning products may result in eye/skin irritation and/or dermatitis and respiratory irritation. • When using bleach solutions or disinfectants, always follow the manufacturer’s instructions on the bottle. 			
Help?	For help, questions or enquiries, call Service Support on: <ul style="list-style-type: none"> • AU – 0488 851 113 • NZ – 09 801 8371 			
SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN				
				
Enclosed shoes	Plastic apron	Face mask	Disposable glove	Eye protection
SECTION 3: OVERVIEW				
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 not wash laundry soiled with vomit or faeces (human or animal) that could leave residue in the machine after the cycle. Care should also be taken when handling				

any laundry soiled with **blood** or bodily fluids such as **urine**. If you deem the amount of blood or bodily fluids too excessive or fresh, you can also refuse to wash it. If you are concerned a load of laundry was washed that contained an excessive amount of bodily fluids such as vomit, faeces, or blood and you feel (but are not sure), there may be residue left in the machine; you are free to follow the steps below and also perform a biohazard clean.

SECTION 4: SAFE WORK PROCEDURE

STEP	ACTION / TASK	CONTROL MEASURES / PRECAUTIONS
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1. Soiled Laundry Discovered Prior to Washing it

IMPORTANT - 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.

If soiled laundry is discovered after it has been put into the washing machine but **prior** to starting the cycle:

- 1.1 Put on PPE - gloves, goggles, facemask.
- 1.2 Remove all laundry from the machine and place back into the friend's bag. Explain to the friend that we don't wash or dry freshly soiled clothes.
- 1.3 Carefully inspect the inside of the machine to determine if any waste substances remain in the machine.
 - If **YES**- go to **step 2.3**
 - If **NO**- give the inside of the machine a clean using the van's standard disinfectant and a single use cloth or paper towel prior to loading another load of laundry into the machine.
- 1.4 Dispose of the cloth/paper towels and the gloves in the trash after use.

- Depending on the severity of soiled laundry, 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.

2. Soiled Laundry Discovered Post Wash

If soiled laundry is discovered **after** it has been through a washing cycle:

- 2.1 Put on PPE - gloves, goggles. Depending on the severity of soiled laundry use the protective clothing from the Biohazard Spill Kit - apron, face mask if necessary.
- 2.2 Remove all wet laundry from the machine and place back into the friend's bag. Explain we can't dry it due to it being soiled.
- 2.3 The washer will not be able to be used again for the remainder of the shift and a biohazard clean of the washer will have to be undertaken after the shift.
- 2.4 Mark washer *out of order* or use an *out of service* sticker and inform volunteers.

- Alcohol-based hand sanitisers can be used to decontaminate hands when handwashing facilities are not available. However, they do not replace the importance of handwashing with soap and water.
- **Remember** - to complete an Incident Report if the machine needs a biohazard clean.

3. Cleaning the Washing Machine

- 3.1** 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.
 - 3.2** Take a standard rubbish bag (not found in the spill kit) and open it up so rubbish can be put into the centre of the bag without touching the sides of the bag.
 - 3.3** Based on the amount of biohazard still in the machine either:

 - A.** use the scraper and scoop from the spill kit to scoop up the substance and place into the rubbish bag. When finished, place the scraper and scoop into the bag; or
 - B.** spray the inside of the machine using the van's standard disinfectant/cleaner and remove the substance with a cloth or paper towels. When finished, place the cloth or paper towels into the rubbish bag.
 - 3.4** Seal the bag securely with one of the ties provided and place the bag into a second standard rubbish bag.
 - 3.5** Using the Clinical Detergent Solution from the spill kit and paper towels or scrubbing brush clean the areas (using all the solution) including:

 - A.** the interior of the drum and the fins (agitator paddles) paying close attention to joins, holes and places where biohazard build up could occur.
 - B.** the rubber seal around the door.
 - C.** the inside of the machine door.
 - 3.6** Dispose of the cloth or paper towels into the second rubbish bag.
 - 3.7** Dry the area with the cloth from the spill kit then also dispose of the cloth in the second rubbish bag.
 - 3.8** Using the **Domestos Citrus Fresh Disinfectant** (or similar disinfectant), wipe the areas again as in **step 3.5** as well as the front of the machine including the buttons and door handle.
 - 3.9** Leave the Domestos Citrus Fresh Disinfectant (or similar disinfectant), to sit for **10 minutes**.
 - 3.10** After 10 minutes, ideally using hot water with ¼-½ cup of the Domestos Citrus Fresh Disinfectant in the dispenser, run a hot wash (when possible otherwise cold wash).
- Use correct manual handling techniques when cleaning the inside of a machine's drum. Try to elevate yourself using a platform or safety step so the drum is approximately level with your torso to help avoid overextending yourself.
 - **Avoid** - cross-contamination. Do not touch the inside of the bag. Or something similar
 - **Helpful** - According to the National Occupational Health & Safety Commission, 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.
 - **Caution** - Orange Sky does not recommend using a household bleach solution. However, if you do because Domestos Citrus Fresh Disinfectant (Think) or other options are not available to you, ensure you perform the clean in a well-ventilated space, wearing safety goggles and a mask and be mindful of how much of your body/head goes into the machine drum; and always use in accordance with the manufacturer's directions on the label. If there are no directions on the bottle do not use it.
 - Leaving for 10 minutes gives the disinfectant time to kill the remaining germs.

- 3.11** Remember, most front loaders adjust the amount of water based on how full the drum is, so you may need to include several towels in the wash.
- 3.13** After the wash, remove the towels and dispose of them in the second rubbish bag.
- 3.14** Remove apron, face mask and gloves and place in the second rubbish bag.
- 3.15** Seal the bag securely with a cable tie.
- 3.16** Dispose of rubbish bags - see **step 4**.
- 3.17** Wash your hands thoroughly for no less than **20 seconds** with soap and water. Alcohol-based hand sanitisers can be used to wash your hands when handwashing facilities are not available.

- Only use cloths once to avoid cross-contamination.
- Washing your hand with soap and water is preferable to using hand sanitiser.

4. Disposing of the Rubbish Bag

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.

5. Order New Biohazard Spill Kit

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:

- operations@organesky.org.au
- operations@organesky.org.nz

6. Cleaning & Disinfection Definitions

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 and killing germs. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the germs.

- **Important** - Disinfectant may not kill the germs if the surface has not been cleaned first.
- **Helpful** - 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.
- **Remember** - Leaving for 10 minutes gives the disinfectant time to kill the remaining germs.