



# SAFE WORKING PROCEDURE INFECTION CONTROL

## GENERAL INFORMATION

Sharman Property Services aims to ensure so far as is reasonable practicable that all employees are safe from risks of injury through the effective infection control at work.

Infectious waste is defined as waste arising from medical, dental, veterinary, pathology, pharmaceutical or similar practice, investigation, treatment, care teaching and research which by nature of its infectious content may prove a hazard or give offence unless previously rendered safe or inoffensive.

Whenever any cleaning is done, it is important to follow the correct procedures to ensure no cross contamination has occurred e.g. the use of colour coding mops and cloths, to ensure they are not used in all areas.

### Sharman Property Services - Colour Coding System

Area	Item	Mop	Cloth
Toilets	Floors	Red	n/a
	Basins	n/a	Blue
	Toilet Bowls	n/a	Red
Kitchens	Floors	Blue	n/a
	Sinks	n/a	Yellow
General	All areas	Blue	Green

All employees must also clean their hands after each job is performed.

## GENERAL INFORMATION

HAZARDS	CONTROL MEASURES	RESPONSIBLE PERSON
Exposure to infectious substances	<p>A) Provide appropriate levels of sanitation in the workplace to reduce risk of exposure to infectious diseases</p> <p>B) Provide appropriate vaccinations to 'at risk' employees on a voluntary basis.</p> <p>C) Provide appropriate PPE, equipment and training to reduce exposure to infectious agents.</p> <p>D) As best as possible identify threats or situations where possible exposure to sharps and/or infectious agents may occur.</p> <p>E) Mandatory reporting and investigation of all needle stick or exposures to potential infectious pathogens.</p> <p>F) Provision of appropriate tests/screenings to all staff who receive an exposure to a potentially infectious pathogen.</p> <p>G) Provide/facilitate appropriate medical treatment, support and services needed to employees who have tested positive for an infectious disease as a result of them being exposed in the workplace.</p> <p>H) Hands must be cleaned at the end of all tasks on most contracts. Some contracts may require you to wash your hands before and after each task e.g. health contracts.</p>	<p>A) Area Manager – to ensure resources are provided and in place.</p> <p>B) Directors/Area Manager – to ensure vaccinations are offered to all 'at risk' employees.</p> <p>C) (i) Director/Area Manager – to ensure appropriate resources and programs are in place. (ii) Staff - ensure compliance with all procedures and programs.</p> <p>D) Area Manager/Supervisor - to ensure assessments are conducted.</p> <p>E) All Staff - ensure procedures are adhered to when required.</p> <p>F) Directors/Area Manager – to ensure procedures are adhered to when required.</p> <p>G) Directors – to ensure procedures are adhered to when required.</p> <p>H) All Staff – ensure hand wash procedures are followed as and when required.</p>