

	COVID-19 CORONA-VIRUS PREVENTION & CONTROL PROCEDURE	Doc No:	BLG-OP-Cov-01
		Originator	R Coetsee
		Approved by:	C Gibbins
	Prevention and Control of Coronavirus and Respiratory Infection for Industrial Lauderer	Issue Date	05/03/2020
		Review Date:	17/03/2021

AUTHORISATION AND APPROVAL


The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Ray Coetsee		Group SHEQ Officer	17/03/2020
Approved by	Carl Gibbins		Executive Managing Director	17/03/2020

Amendment Record

This procedure reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below: -


Page No.	Context	Revision	Date

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Statement

This Healthcare, Hospitality and Textile Rental environment Prevention and Control of the Coronavirus and Respiratory Infection Procedure was approved and authorized by the Bidvest Laundry Group Executive Director in consultation with the Group SHEQ Officer and Health and Safety representatives on 05 March 2020 on behalf of the Bidvest Laundry Group and forms part of the Strategic Health and Safety Policy of the Group.

This document is a Management Procedure for good health and safety management practices. This Prevention and Control of the Corona-virus and Respiratory Infection Procedure provides General Managers, Heads of Departments, staff, contractors, and all interested parties with the necessary information to incorporate healthy and safe practices and relevant procedures into their activities. Divergence from this Management Procedure may result in the Bidvest Laundry Group being exposed to possible legal proceedings.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the Bidvest Laundry Group and its community achieve compliance with its legal duties with regard to health and safety.

BIDVEST LAUNDRY GROUP PREVENTION & CONTROL OF CORONA-VIRUS AND RESPIRATORY INFECTION PROCEDURE

1. OVERALL POLICY AND SCOPE

The Bidvest Laundry Group is committed to preventing or adequately controlling exposure to the Corona-virus and Respiratory Infection. This management procedure applies to all work activities involving the handling, use, transport and storage of textiles.

This document aims to provide guidance about the environmental and personal hygiene in all the Group's facilities (e.g. plant, rooms, offices, transports, etc.).

This guidance is based on the current knowledge about SARS-CoV-2 and evidence originating from studies on other corona viruses

2. PURPOSE


The purpose of this document is to provide formal guidelines to employees to ensure that all staff are proactively trained to manage *high-risk* situations in an efficient and competent manner. It further identifies risks and revise efforts accordingly to assist in preventing the spread of infection.


Implementing and performing these guidelines will not only contribute to the prevention and reduction in the spread of the corona virus but also contribute to reducing the spread of common colds and flu thereby reducing absenteeism.

3. INTRODUCTION

The purpose of managing activities involving the Covid-19 corona-virus infection (or materials that may contain them) is to prevent or minimize risks to human health to set appropriate standards for control of those risks.

The Prevention and Control of the Corona-virus and Respiratory Infection Procedure is based on requirements of International and National legislation and extensive guidance produced by expert advisory institutions and persons issued in support of the guidance and regulations.

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4. EMERGENCY PROCEDURES

4.1 Emergency Procedures

1. As the virus can survive on surfaces of different materials for at least 2 to 3 days, surfaces potentially contaminated with corona-virus should be sanitized.
2. An appropriate EPA-approved disinfectant (sodium hypochlorite) with indication of effectiveness against corona-virus should be used. Disinfectants should be prepared and applied in accordance with the manufacturer's recommendation. Ensure that appropriate contact time is given before removing any disinfected materials. Please refer to list of "Products and Active Ingredients for Disinfection of COVID-19 Virus" that can be used.
3. Sodium hypochlorite at a concentration of 950ppm or 0.1% should be used.
4. Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal.

4.2 Preventive Criteria

- a. Principles of Cleaning
 - i. Apply standard precautions for all areas.
 - ii. Perform hand hygiene religiously.
 - iii. Equipment, chemicals and hand sanitation products must always be available.
 - iv. No person must be allowed to work with any sign of respiratory infection and become a risk for others to contract infection.
- b. Applying Standard Precautions
 - i. Standard precautions include hand and respiratory hygiene, the use of appropriate personal protective equipment (PPE) according to risk assessment, safety practices, safe waste and environmental cleaning and sanitizing of employee and visitor areas.
 - ii. The following respiratory hygiene measures must be used and if non-compliance is observed, report it to management:
 - 1) Cover their nose and mouth with a tissue or elbow when coughing or sneezing;
 - 2) Wear a normal surgical mask, if suffering from coughing and sneezing;
 - 3) Discard waste in marked closed bins;
 - 4) Perform hand hygiene after contact with respiratory secretions;
 - 5) Have facial tissues readily available to all;
 - 6) Supply a mask to a person that is coughing and sneezing and send them home.
 - iii. All persons on site must perform Hand Hygiene
 - 1) When entering the building/office complex;
 - 2) After being in contact with a touchpoint of a fellow employee's or other person's (pen, electronic signing pad, documents, bank cards, money, telephone, etc.);
 - 3) Before eating or drinking;
 - 4) After toilet use.
 - iv. Hand Hygiene Includes
 - 1) Cleaning hands with an alcohol-based hand rub or with soap and water;
 - 2) Alcohol-based hand rubs are preferred if hands are not visibly soiled.
 - 3) Wash hands with soap and water when they are visibly soiled.

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- v. The effective prevention of spreading of infection depends on appropriate hand hygiene and human behaviour (integrity to do what they are supposed to do and not to take short cuts or ignoring cleaning guidelines).
- vi. It is important to ensure environmental cleaning and disinfection procedures are followed consistently and correctly.
- vii. Thorough environmental surface cleaning with water and chlorine disinfectant.

4.3 Personal Protective Equipment (PPE) to wear while carrying out cleaning and disinfection works

1. Wear disposable gloves, disposable long-sleeved gowns, eye goggles or a face shield, and a N95 mask.
2. Avoid touching the nose and mouth (goggles may help as they will prevent hands from touching the eyes).
3. Gloves should be removed and discarded if they become soiled or damaged, and a new pair worn.
4. All other disposable PPE should be removed and discarded after cleaning activities are completed. Eye goggles, if used, should be disinfected after each use, according to the manufacturer's instructions.
5. When in doubt, refer to guidance documents for the proper disposal of PPE³.
6. Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning.

5. WHAT IS THE NEW CORONA-VIRUS?

The virus has been widely referred to as WN-CoV (Wuhan Corona Virus), but the World Health Organisation (WHO) have officially named it as Corona-virus Covid-19. It is one of the family of corona viruses, which includes the common cold. It is a physically large virus.

The Corona virus has an incubation period and the time delay from infection to symptoms with the new bug is not known. The Corona virus in general is very susceptible to destruction at elevated temperatures. However, Covid-19 appears to be more resistant to thermal destruction and research work suggests that to kill it requires either 10 minutes at 90° Celsius or 15 minutes at 85° Celsius, 10-15 minutes once required temperature has been achieved

6. ROLES AND RESPONSIBILITIES AND AUTHORITIES



6.1 Health and Safety Committees.


6.1.1 Committee Membership

The Health and Safety Committee will consist of the following members:

- Branch SHEQ officer appointed by the General manager;
- Branch OH&S Representative;
- Representatives of supervisors of work activities involving possible exposure to Covid-19;
- Representatives of all persons having access to facilities where possible exposure to Covid-19 exist;
- Technical staff, facility managers and Union representatives.

The Group SHEQ officer will be notified of any significant changes to membership.

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6.1.2 Terms of Reference

The terms of Reference for OH&S Committee are to:

- Monitor the implementation of the Bidvest Laundry Group OH&S policies and procedures including hazardous biological agents to ensure compliance with legislative requirements;
- Keep under review the health and safety measures in all departments relating to work involving hazardous biological agents and the limited access to these areas of activity;
- Promote good practice by all those engaged in activities where possible exposure to Covid-19 exists;
- Report to management through the OH&S Committee all possible risks;
- Review, advise on, and approve all risk assessments for Covid-19 corona virus agents requiring statutory notification to the Group SHEQ Officer;
- Keep under review any changes in relevant legislation and related approved codes of practice and guidance, and inform all departments concerned;
- Receive and consider reports on facility inspections;
- To meet at least once a month, and additionally as and when necessary;
- To make all information relating to the committee's activities freely available on request (subject to compliance with the Data Protection Act and any specific sensitivities relating to the work activities);
- To advise all HOD's on all matters relating to Covid-19 corona virus pathogens;
- The Group SHEQ Officer shall advise the OH&S Committee on all matters related to Covid-19 safety and, where necessary, report on the implementation of policy for the Committee's consideration;
- The Committee will apply equal opportunities for all individuals in its work activities.


6.1.3 The Group SHEQ Officer


The Group SHEQ Officer shall be responsible for:

- Offer practical advice to individuals involved in activities exposed to Covid-19;
- Advise the Bidvest Laundry Group, all departments and facility OH&S officers of any changes in legislation and relevant codes of practice and guidance;
- Ensure the all statutory notifications are in place (including premises and activity notifications);
- Check that facilities are appropriate;
- Assist in the provision of suitable and sufficient training for those involved in activities where possible exposure to Covid-19 corona virus is eminent;
- Advise on the formulation of local rules;
- Ensure emergency plans are in place where required;
- Conduct auditing and inspection of facilities;
- Authority to stop activities where the containment measures are considered insufficient to control the risks;
- Liaise with external agencies on behalf of the Bidvest Laundry Group.

6.1.4 Branch OH&S Representatives

Branch OH&S representatives are defined as permanent members of staff who have the responsibility and authority to manage all OH&S activities in their respective facilities. They shall accept full responsibility for all aspects of safety for those working with them, including activities involving potential exposure to Covid-19 corona viruses.

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The Branch OH&S representatives shall be responsible for:

- Ensuring that a suitable and sufficient assessment of risks is performed for all potential Covid-19 activities before work starts;
- Ensuring that risk assessments are reviewed whenever there are significant changes to the work and at least every 1 to 2 years (Hazardous Biological Agent Regulations) to ensure that they remain relevant and up-to-date;
- Ensuring that work facilities meet the required standards and is inspected before work starts;
- Ensuring that all person working with and are exposed to potential Covid-19 infected items have received appropriate training including awareness of risks and appropriate control measures to apply;
- Ensuring that they provide or organize appropriate supervision to assess competence of persons under their control to work safety.

6.1.5 Individual Workers (includes all staff/ contractors/visitors)

- Ensuring that they comply with this Prevention and Control of the Coronavirus and Respiratory Infection Management Procedure;
- Report any incidents or defects in equipment relating to the handling of potentially Covid-19 infected items to the OH&S representative;
- Adopt safe work practices in activities involving potential contamination with Covid-19, in particular to carry out work only in designated areas, to wear appropriate protective equipment and clothing, and to dispose of waste in the specified manner;
- Adopt good personal hygiene standards (including washing hands, no eating or drinking, no application of cosmetics or manipulation of contact lenses in designated areas);
- Cooperate with their supervisors OH&S committee members and any other person appointed to advise or monitor OH&S in the local arrangement for Covid-19 virus safety.

6.1.6 Equipment

All Business Units are responsible for the maintenance and testing of equipment used in facilities. In addition, they are also responsible for the maintenance and periodic examination and testing of ventilation systems associated with areas where possible exposure to Covid-19 may exist.



These examinations and tests of engineering control measures must be carried out at intervals not exceeding 24 months (Hazardous Biological Agent Regulations) by an approved Bio-Aerosol Hygiene Inspection authority. And records of maintenance/examination/ tests must be kept and made available for internal and external inspections.


7. RISK ASSESSMENT OF WORK ACTIVITIES

7.1 Activities Requiring Formal Assessment

A suitable and sufficient risk assessment must be prepared in advance of the following work activities:

- All work involving possible exposure to Covid-19 including micro-organisms;
- All work involving human pathogens (HBA Group 2 organisms and above or materials that may contain them);
- All work involving HBA Group 1 organisms where significant risk is identified;

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7.2 Risk Assessment Forms and Further Information

Copies of all risk assessment templates, along with further detailed information and guidance on their completion, are available in the Bidvest Laundry Group Strategic OH&S Management System.

7.3 Approval of Risk Assessments

All risk assessment for activities described above require approval before work commences.

7.4 Review of Risk assessments

Risk assessments must be reviewed whenever there are significant changes to the work which alters the nature of the risk, to ensure that they remain relevant and reflect the risk of the current activity. A copy of the revised assessment, for an activity involving significant changes, must be sent to the Group SHEQ officer for approval before work re-starts.

8. LOCAL RULES (Work Instructions)

8.1 What are 'Local Rules' (Work Instructions)?

Work instructions or local rules of practice provide specific information on the arrangements or working practices for working safely day-to-day with possible exposure to Covid-19 in the facility. They form part of the process of giving information on safe working, e.g. by serving as a checklist for identifying areas which staff should understand before being judged as competent. However, thorough training and instruction on their day-to-day application is needed for them to work effectively.



Each facility must have clearly documented local rules indicating the working practices that must be followed for activities in that facility. These should be freely accessible either by being put on display on notice boards or through individual issuing. The HOD of a unit or work area is responsible for ensuring local rules are in place and are complied with.


Model local rules should be tailored for local conditions and activities. The safe working practices adopted must reflect the assessment of risks involved and the type of work being carried out. Risk assessments should include cross-reference to the local rules. This pre-empts any need to write out or duplicate the information within the risk assessment and ensures consistency in standards.

8.2 Content of 'Local Rules' (Work Instructions)

The content and form of rules/local codes and work instructions of practice should include:

- An introduction which explains the purpose of the local code of practice and the scope of activities covered, and reference other health and safety documents;
- Summarizes the significant findings of relevant risk assessments;
- Identification and description of the area to be covered and the containment level required to control the possible exposure to Covid-19;
- An outline of how persons are most likely to be exposed to infectious agents (e.g. the risks) and the safe working practices required to ensure exposure to Covid-19 is minimized;

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- Local rules of conduct for workers and appropriate guidelines for ancillary and maintenance staff, contractors and visitors;
- Procedures for waste disposal and disinfection (routine in the event of an emergency);
- Procedure for the maintenance, examination and testing of equipment and hygiene e.g. Bio-Aerosol hygiene surveys;
- Emergency procedures, including procedures for dealing with incidents involving Covid-19 exposure, and who should be contacted in the event of infection or disease;
- Health surveillance and immunization forms part of this procedure;
- A list of general procedures specifying which workers are authorised to carry out particular procedures'
- Key training requirements for workers and training records demonstrating that training has been provided.

9. TRAINING AND SUPERVISION

9.1 When is Training Required?

Training will be required for all persons:

- On recruitment;
- All current employees;
- When a significant change to work, equipment, work activity or responsibilities take place, especially where increased risks may be involved;
- For refresher training (where appropriate) to maintain standards.

9.2 Role of Group SHEQ Officer


The Group SHEQ Officer is responsible for ensuring that all workers potentially exposed to Covid-19 infection receive adequate training. In addition, the branch OH&S representatives must monitor the work to ensure that working practices are being adhered to. The level of training provided should be appropriate to the level of risk and complexity of the work being undertaken to ensure competence of workers.

9.3 Basic Local Training for all Workers

Basic local training requirements for workers must include information on:

- The nature of the textiles handled containing possible Covid-19 contamination;
- The risk (to human health) likely to be encountered in their activities;
- Preventive and protective measures used to control risks;
- The requirements of the local rules/codes of practice, including the safe working practices and procedures to be followed e.g. disinfection, waste disposal, transport, storage, personal hygiene and emergency;
- Safe use of personal protective equipment and clothing;
- Procedure for reporting possible infection and disease.

All persons should also receive appropriate supervision as provided by, or organized by, the branch SHEQ officer. This should be related to the level of work to ensure that standards are maintained. Once satisfied with the competence of the worker, the branch SHEQ officer can allow them to continue without constant supervision.

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9.4 Training Provided to General Staff

Training should not be limited to those working in affected areas. Other staff such as cleaners, general laundry workers, maintenance staff, contractors and visitors must also receive appropriate information, instructions and where applicable training on the Covid-19 virus, and the possibility of infection they might encounter when working or visiting possible contagious working areas.

10. INSPECTION OF FACILITIES

Facilities handling textiles containing Covid-19 contamination will be subject to scheduled inspections at planned intervals by the branch safety committee. The inspection process aims to assess the:

- Suitability of the general facility;
- Suitability of working practices and whether they are being followed;
- Awareness of the hazardous nature of organisms that could lead to infections and how harm to persons could arise (i.e. the risks);
- Understanding of the relevance and need for specific containment measures.

11. TRANSPORT OF TEXTILES CONTAINING BIOLOGICAL HAZARDOUS AGENTS

All soiled textiles are deemed to be contaminated and therefore transport of these falls within the description of dangerous goods.

All workers within the facility must ensure that the transportation of potential Covid-19 contaminated items, is complied with for each particular consignment and not carry, consign, package or play any other role in the transport chain if they are not competent to do so.

All persons undertaking any role in the transport chain must be properly trained and have an understanding of the relevant Regulations to ensure they are able to undertake their responsibilities to the required standard.

Any problems occurring during transport, such as leakage or breakage, should be reviewed in order that corrective measures can be taken to prevent any recurrence. If transport personnel receive consignments that are not properly packaged and labelled, they should contact the originator to advise of the problem and ask that any future consignments collected meet the legislative standards.



12. INFECTION CONTROL


Purpose

The purpose of this procedure is that the correct measures are used to handle soiled contaminated linen items in order to minimize the possible risk to Covid-19 infection to persons and to minimize cross contamination of clean areas.

This Procedures applies to:

All staff employed by the Bidvest Laundry Group, contractors, visitors and external interested parties will be supported to meet the Prevention and Control of the Coronavirus and Respiratory Infection Policy and Procedures requirements.

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Related Standards:

- Occupation, Health and Safety Act (Act No.85 of 1993)
- Hazardous Biological Agents Regulation
- General Safety Regulations
- Facilities Regulations 1990
- Environmental Regulations for Workplaces 1997
- Pressure Equipment Regulations
- Compensation for Occupational Injuries & Diseases Act No.103 of 1993
- UK Dept. of Health Guidance Note HSG (19)18 – Healthcare Laundry Arrangements for used and infected linen.

Rationale:

- To ensure appropriate handling and processing of soiled and contaminated linen so as to minimize infection risk throughout the laundry facility.

Textiles refers to Linen and Garments

Definitions:

Clean linen/garments

Any linen item that has not been used since it was last laundered

Soiled linen/garments

Any linen item that has been used

Soiled foul linen/garments

Any linen item which has minimal spotting of visible blood, faeces or any other body fluids on it

Heavily soiled foul linen

Any linen item which has large amounts of visible blood, faeces or any other body fluids on it

Infectious linen



Any linen item from the e.g. healthcare, or hospitality industries


Objectives

- To ensure service areas have current linen levels to meet service area requirements;
- To ensure linen is collected, processed stored and transported in a manner that minimizes risks to staff, contractors, visitors and other external interested parties;
- That staff correctly segregate linen into the correct categories and bag appropriately for transporting to the laundry;
- To ensure segregation screens are cleaned routinely and as and when required.

Implementation

- Staff will be educated in linen handling and segregation procedures as part of their orientation with refresher updates in clinical areas;

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- Infected Linen handling signage will be displayed in staff change rooms.

Evaluation

- Laundry environmental audit;
- Service area environmental audits;
- Contact isolation check sheet;
- Scheduled cleaning /disinfectant documentation for linen trolleys, bins and segregation screens;
- Incident forms;
- User feedback including staff.

Associated Documents

External

- National and local Legislation

Internal

- The Bidvest Laundry Group Strategic Occupational Health & Safety Policy Statement

Process


Clean Linen


- Clean linen items are stored in a clean, dry, dust free environment in an area that is geographically separated from soiled linen items to prevent contamination (e.g. by Bio-aerosols, dust moisture and vermin).
- Clean linen is transported in dedicated plastic bags and is cleaned as and when required.

Soiled Linen

Soiled linen items must be transported, processed and stored to prevent the contamination of clean areas and other clean linen items. To achieve this, it is expected that:

- Soiled linen items is transported in dedicated colour-coded plastic bags as well as in “soiled linen” trolleys;
- Soiled linen items should be stored in a designated area (e.g. dirty utility room). Soiled linen items must be stored securely (i.e. not in public areas) until processed.
- Staff sorting soiled contaminated linen items must wear protective clothing (e.g. gown, gloves, masks, protective eyewear etc.) as appropriate;
- Laundry bags will be made from appropriate impermeable material which is free from defects and has an effective means of closing;
- Excess faeces and vomit should be removed by the client from linen items before it is placed in laundry bags;
- Soiled and contaminated linen items should not pass close or through food preparation (canteen) or staff facility areas;

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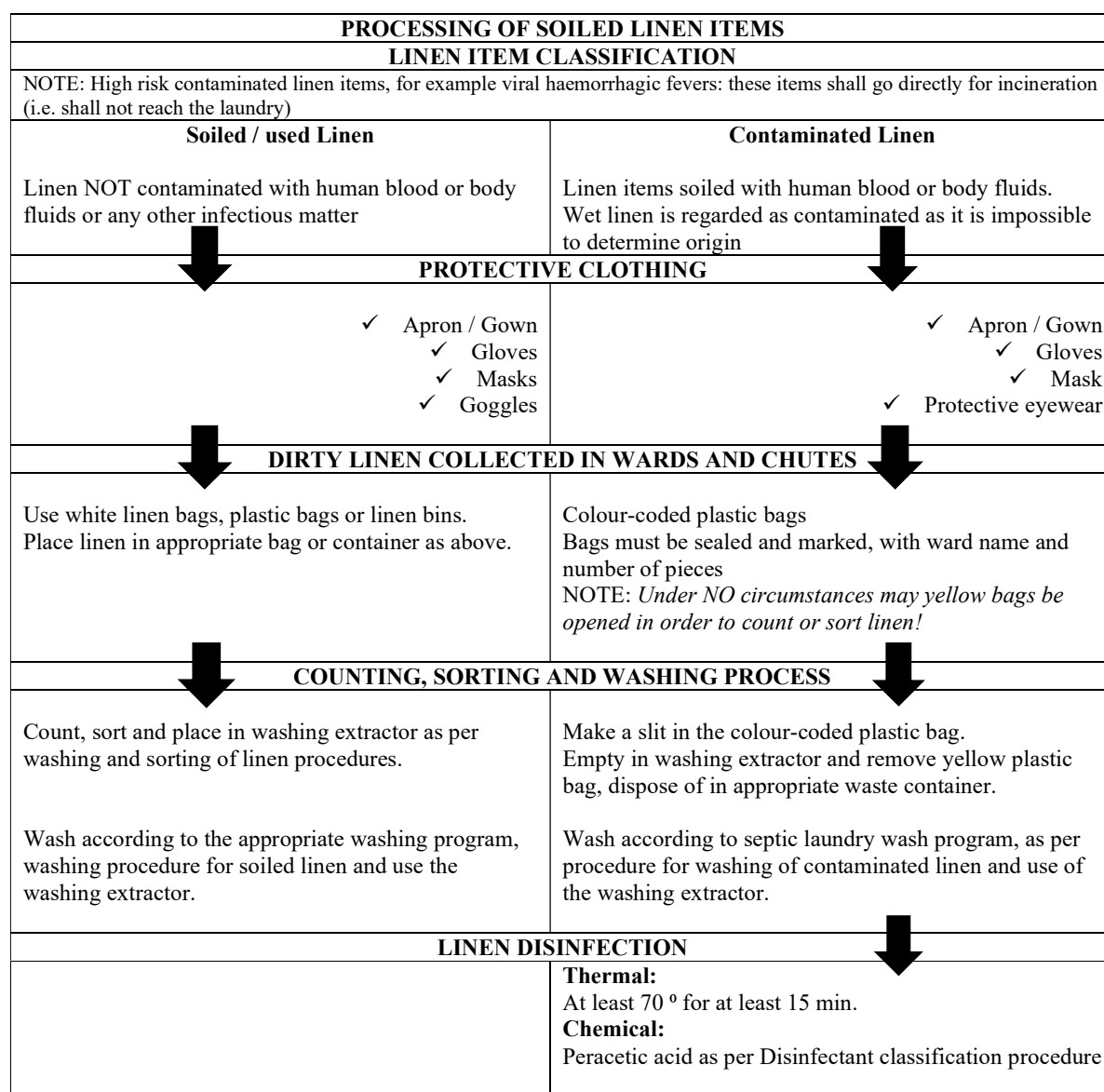
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- Transport vehicles transporting soiled and contaminated linen items must be cleaned and disinfected after each collection;
- Containers, trolleys, storage areas etc. must be cleaned and disinfected as per master cleaning schedule for contaminated areas.

13. WASHING PROCESS FLOW CHART

A variety of time/temperature/chemical combinations, at temperatures mainly from 55 – 70 degrees Celsius have been independently certified as effective by the Robert Koch Institute Germany. (The temperature varies from the thermal process – Point 5 on page 5 – due to the efficacy of chemicals in the process)

13.1 Flow Chart



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ROUTING CLEAN WASHED LINEN FROM WASHBAY TO CLEAN PREPARATION AREA	
a.	Preferably designated person handling clean washed linen
b.	When the same person collects soiled and return clean washed linen then alternately the following must be adhered to after soiled collection: <ol style="list-style-type: none"> 1. Remove all protective clothing e.g. apron / gown, gloves, mask etc.; 2. Wash hands and arms properly to the elbow with DISINFECTANT HAND SOAP IN USE; 3. Dry properly with paper towel and hand towel.

13.2 Wash Temperatures & Disinfectant

◆ White Garment Work

Wash at highest recommended temperature and chemistry as normal

Chlorine bath for a minimum of 6 minutes contact time @ 60°C with dosage as per chemical suppliers' instruction

◆ Colour Garment Work

Wash at highest recommended temperature and chemistry as normal

Peracetic Acid bath for a minimum of 5 minutes contact time @ 71°Celsius with dosage as per chemical suppliers' instruction

Or

Wash at 85°Celsius for a minimum of 15 minutes contact time if no chemical disinfection is used

◆ Flatwork (Hospital and Healthcare)

Wash at highest recommended temperature and chemistry as normal

Peracetic Acid bath for a minimum of **5 minutes contact time @ 71°Celsius** with dosage as per chemical suppliers' instruction (Both Hospitality and Healthcare)

Or


Chlorine bath for a minimum of 6 minutes contact time @ 60°Celsius with dosage as per chemical suppliers' instruction (**Not for Healthcare Work and Only if agreed to by the customer**)


Or

Though we have in some instances adopted the international standard of Peracetic Acid at lower temperatures of 40°Celsius- 55°Celsius, there will need to be certification from the chemical suppliers that the products work at these temperature's as well as hygiene swab records to confirm.

In addition, the dosage of Stainex which contains both Hydrogen Peroxide and Acetic acid which will have the desired results for chemical disinfection have been increased.

The Bidvest Laundry Group understands the need to control the spread of infectious diseases which place the public and especially laundry workers at risk by adhering to the guidelines of SANS 10146 that cover the entire cycle, from

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	COVID-19 CORONA-VIRUS PREVENTION & CONTROL PROCEDURE	Doc No:	BLG-OP-Cov-01
		Originator	R Coetsee
		Approved by:	C Gibbins
	Prevention and Control of Coronavirus and Respiratory Infection for Industrial Laudererer	Issue Date	05/03/2020
		Review Date:	17/03/2021

point of use through packaging, transport to and from the laundry facilities, through the laundry process and back to point of use

14. SAFETY ELEMENTS

Purpose:

The purpose of this procedure is to ensure that the correct steps are taken to ensure a Safe and Healthy working environment.

OH&S Inspections

- Conduct regular inspections
- OH&S representative assigned and trained
- Compile checklists
- Note deviations on inspection reports
- Retain documentation

Safe Work Procedures

- Procedures must be available
- Identify risks
- Employees to be trained on standards
- Review procedures at planned intervals

Premises and Housekeeping

Storage

- Proper design and storage facilities

Damage


- Planned maintenance procedures
- Regular inspections

Cleanliness

- Cleanliness of floors, walls, walkways, surfaces and work environment
- Planned assigned responsibilities covering all areas
- Not accumulating redundant stock and materials
- Housekeeping procedure in place
- OH&S representative reports

Lighting

- Adequate natural lighting
- Correct lights for application

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- Report if out of order

Ventilation

- Systems adequate
- Systems maintained and monitored for effectiveness

Hygiene Practices

- Cleaning schedules
- Checklists completed
- Regular inspections
- Facility clean and free from infectious agents
- Personal hygiene awareness

Infection Control

- Formal infection control procedure
- Regular inspections, tests conducted and swabs taken
- Personal protective equipment supplied

Demarcation and Floor Space Allocation

- Clear access to electric DB boards and switch gear
- Demarcation lines and notices where required
- Emergency plans, routes and escapes

Stacking and Storage

- Stacking in authorized areas only
- Potentially hazardous areas locked
- Heavy equipment placed at waist level
- Stacking correctly, constructive and safe
- Shelving, racks and storage used safely

Waste Control



- Procedure in place
- Training on relevant procedures


Hazardous Substances Control

- Use Approved substances
- Chemical Safety data Sheets available
- Emergency procedures in place

Notices and Signs

- Signs are adequate, clearly visible and correctly mounted
- All employees are trained in the purpose and relevance of signage

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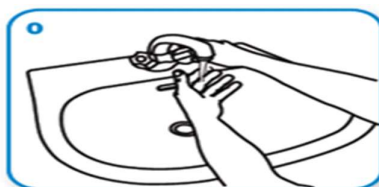
Incident Recording and Investigation

- Incidents reported
- Incidents investigated
- Compensation claim submitted

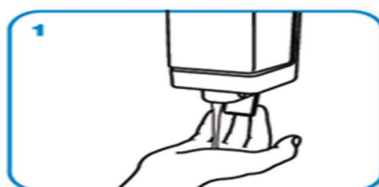
First Aid

- First Aid Kit supplied
- First Aid Training done

HOW TO WASH YOUR HANDS EFFECTIVELY



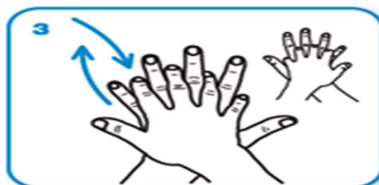
Wet hands with water



apply enough soap to cover all hand surfaces.



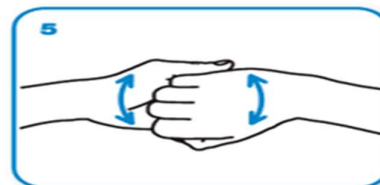
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



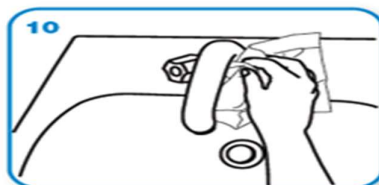
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

How to handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS ONLY WHEN VISIBLY SOILED!



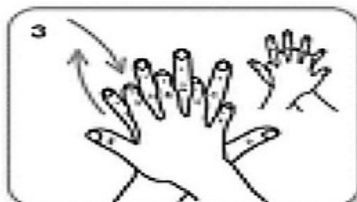
Duration of the entire procedure: 20-30 sec.



**Apply a palmful of the product in
a cupped hand, covering all surfaces.**



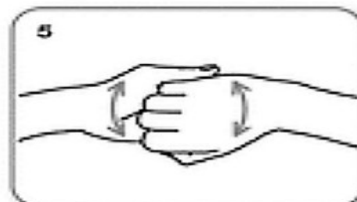
Rub hands palm to palm,



**right palm over left dorsum
with interlaced fingers
and vice versa,**



**palm to palm with
fingers interlaced,**



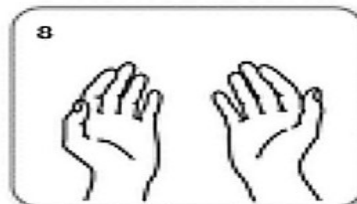
**backs of fingers
to opposing palms with
fingers interlocked,**



**rotational rubbing
of left thumb clasped
in right palm and
vice versa,**



**rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left palm
and vice versa.**



**Once dry,
your hands
are safe.**