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	Email: HSNSW-FoodSafety@health.nsw.gov.au	
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Author: Fifi Spechler	Modified: 27-Nov-24	Version: 4.0

Goulburn Base Hospital

Environmental Services Schedule of Duties

POSITION: # (14) Renal/Pathology/Doctor's Offices/ Ambulatory Care

**HOURS: Monday to Friday – 5 days a week
15:30 to 00:00 (12PM)**

**BREAK: 17:30 to 17:50 Afternoon tea break
21:00 to 21:30 Meal break**

NOTE: "COLLECT WET FLOOR SIGNS AS FLOORS DRY"

Infection Control Precautions

Correct cleaning procedures are a major contributing factor in preventing the spread of infection. Cleaning staff are required to always follow Infection Control Guidelines.

Time	Duty
<i>Purpose of this role</i>	<p><i>This shift is responsible for cleaning the Renal Department, Pathology (plus the specimen/blood taking area) Monday to Friday & the Director of Medical Services office area, tartan room, offices, old lift & stairs – off the dining room are only cleaned twice weekly (Tuesdays & Thursdays)</i></p> <p><i>Pathology is the collection rooms and the lab off the Museum. Renal you don't clean patients' chairs, bed or bedside tables – nursing staff clean these after each patient. Also required to assist position #3 in X-Ray.</i></p> <p><i>Ambulatory Care comprises all the department, including patient areas and office spaces.</i></p>
Beginning of shift	<ul style="list-style-type: none"> • Perform hand hygiene on entry to the hospital • Don appropriate PPE – where applicable • Sign on at the Environmental Services offices area • Collect & sign for keys in Level One Waste Room • Proceed to work area to start duties for the day <p><i>Staff must report to the site Supervisors office area/Adon's office at the beginning/end of shift to let them know you have finished & leaving the facility</i></p>
Chemicals	<ul style="list-style-type: none"> • Neutral cleaner (Yellow) – Floors, walls/handrails, furniture, doors hand basins, sinks • Bathroom cleaner (Pink) – floors, all hand basins, toilets, baths, showers, plumbing fixtures, walls & door • Glass cleaner (Blue) – windows, glass doors & petitions, mirrors (all glass surfaces) • Buddy crème cleanser – hand basins, baths, sinks, taps/spouts, toilets • Viva detergent – for kitchen areas for washing up only • Ozana Air freshener spray - varied scents • Stainless Steel Polish – all stainless to surfaces • Actichlor tablets – infectious cleaning only • Clinell Wipes – for washing discharge beds & infectious cleaning only • Spill kit – (where applicable) • 3M hand treatments - <ul style="list-style-type: none"> - Avagard General moisturising Barrier Lotion (white) - Avagard Antiseptic CHG Hand Rub (pink) - Avagard General Hand & Body Wash (purple) <p>SAFETY DATA SHEETS (SDS) LOCATED IN EVERY CLEANING ROOMS</p>

Equipment	<ul style="list-style-type: none"> • Cleaners trolley & garbage trolley • Blue mop handle, red handle & yellow handles • Dry mop • Blue mops, red mops & yellow mops • Blue bucket, red bucket & yellow bucket • Colour coded chemical bottles • Wet floor signs • Scrubber • Vacuum cleaner • Dustpan & brush • Dusting wands & handheld trowel (doodlebug) • Platform ladders/step ladder (where applicable) • Waste bin • Shelving unit
Consumables	<ul style="list-style-type: none"> • Toilet rolls • Hand towel & blue tea towel • Tissues • Disposal blue, red, green & yellow cleaning cloths • Vacuum bags • Garbage Bags - Bin liners, swing top, garbage, yellow (clinical waste) & sanitary bags • Disposal gloves • Masking tape • Disposal 3M Easy trap roll
Touch points – twice daily or as required	<ul style="list-style-type: none"> • Damp wipe and clean all touch points – door call bell/intercom, door handles, push pads on doors, door keypads/locks, hand sanitiser brackets & pumps, buttons on the lifts etc
Rubbish removal in all the ward area – daily	<ul style="list-style-type: none"> • Empty all general rubbish bins & replace bags • Empty all clinical waste bins & replace bags • Remove sharp containers & recycling as required • Take all rubbish to the designated disposal rooms on each floor level and put in the correct bin for pick up
Floors - daily	<ul style="list-style-type: none"> • Electrostatic/sweep all vinyl floor surfaces • Damp mop all vinyl floor – Make sure to place out “Wet Floor Signs” (using the correct chemicals & colour coded mop & bucket) • Ensure wet floor signs are visible & not obstructing the flow of ward • IMPORTANT - Pack away all wet floor signs once floors are dry • Use scrubbers as per the manufacturer’s instructions • Vacuum all carpet areas – (you can also vacuum hard floors)
Hand basins - daily	<ul style="list-style-type: none"> • Damp wipe & clean hand basin thoroughly paying attention to taps, plug hole & underneath • Damp wipe splash back/wall behind hand basin • Damp wipe over mirrors & dry off • Damp wipe over hand towel dispenser • Damp wipe over hand wash dispensers • Damp wipe over glove dispensers • Replace hand towel as required • Replace hand soap as required & recycle • Empty general rubbish bins & replace bags
Public, patient, & staff toilets – clean twice daily Ensuites & bathrooms – daily	<ul style="list-style-type: none"> • Clean shower recess thoroughly working from top to bottom paying attention to all taps, handrail & hand held shower nozzle • Clean hand basin thoroughly paying attention to taps, plug hole & underneath • Clean splash/wall behind hand basin • Damp wipe vinyl walls • Clean all toilets thoroughly working from top to bottom flushing before adding chemical to clean • Damp wipe over hand towel dispenser • Damp wipe over hand wash dispensers • Replace hand towel as required

	<ul style="list-style-type: none"> • Replace toilet rolls as required • Replace hand soap as required & recycle • Damp wipe over all touch points • Clean floors as per cleaning instructions
Renal – daily Start 21.30 to 22.30hrs - Proceed to X-ray with Position 3	<ul style="list-style-type: none"> • Damp wipe over (water) cupboards • Empty all bins and replace bags • Damp wipe over all touch points • Clean hand basins as per cleaning instructions • Clean floors as per cleaning instructions • If there is any infectious rooms clean as per infectious cleaning instructions & clean bathroom as per cleaning instructions
Pathology & Blood/Specimen taking area - daily	<ul style="list-style-type: none"> • Empty all bins and replace bags • Damp wipe over all touch points • Damp wipe over all chairs, benches & desks • Damp wipe over all surfaces & windowsills • Clean toilet across the hallway – as per toilet cleaning instructions • Clean floors as per cleaning instructions
Office areas- twice weekly (Tuesday & Thursday)	<ul style="list-style-type: none"> • Empty all bins and replace bags • Damp wipe over all touch points • Clean office spaces as per cleaning instructions • Damp wipe over all surfaces & windowsills • Clean bathroom/toilet as per instructions • Clean floors as per cleaning instructions • Check RMO's bed – remove linen & leave fresh linen on the end of bed
Reception areas, staff workstations – daily Interview, consult rooms, write up rooms, meeting rooms & offices - daily	<ul style="list-style-type: none"> • Empty bins & remove waste • Empty recycling bins & remove the waste • Damp wipe over hand sanitiser brackets & pumps • Damp wipe & dry the glass doors • Damp wipe all touch points • Damp wipe over all monitors & mounted monitors • Damp wipe phones, computers & chair • Damp wipe all desk surfaces & shelves • Damp wipe & dry glass petition/window & sills • Clean hand basins as per hand basin instructions • Clean ensuites as per ensuites instructions • Clean floors as per cleaning instruction
Staff tearoom, waiting room, Beverage areas - daily	<ul style="list-style-type: none"> • Damp wipe & dry the glass doors • Damp wipe the window sills • Damp wipe over all touch points • Empty all general rubbish bins & replace bags • Empty all clinical waste bins & replace bags • Remove sharp containers & recycling as required • Damp wipe over benches & sink • Damp wipe over urn, microwave, toaster (ensuring they are unplugged) etc • Damp wipe over chairs including the legs & arm rests • Damp wipe over all furniture, television & staff lockers • Replace hand towel as required • Clean floors as per cleaning instruction
Clean & dirty utility rooms – daily equipment rooms – daily	<ul style="list-style-type: none"> • Damp wipe over all touch points • Damp wipe benches/shelves – Scrub any stains off • Damp wipe over windowsills • Clean hand basin thoroughly paying attention to taps, plug hole & underneath • Clean splash back/wall behind hand basin • Damp wipe over sink • Damp wipe over sanitizer • Damp wipe over pan rack • Clean splash back/wall behind hand basin • Replace hand towel as required

	<ul style="list-style-type: none"> • Replace hand soap as required & recycle • Empty general rubbish bins & replace bags • Clean floors as per cleaning instructions
Patients' rooms, ward tidy & ensuites – daily (Ambulatory Care)	<ul style="list-style-type: none"> • Remove rubbish bag from bedside table & replace with a fresh bag • Empty and remove all rubbish from room • Damp wipe over patient bedside table • Damp wipe over all touch points • Damp wipe over chairs including the legs & arm rests • Damp wipe over day beds & draws if applicable • Damp wipe over the wardrobe & medication cupboard • Damp wipe over phone, nurse call control & above bed light • Damp wipe & dry glass in doors • Damp wipe windowsills • Clean hand basin as per hand basin cleaning • Clean ensuite as per ensuite cleaning • Clean floors as per cleaning instructions
Sterile stock & equipment - daily	<ul style="list-style-type: none"> • Damp wipe over all touch points • Damp wipe the shelves, benches as required • Clean floors as per cleaning instructions
Disposal room - daily	<ul style="list-style-type: none"> • Damp wipe over all touch points • Damp wipe shelves - weekly • Clean floors as per cleaning instructions
Infectious/ terminal cleaning - as required	<ul style="list-style-type: none"> • Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of these rooms while on duty in these areas • Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE • Staff are to ensure they have all the correct equipment prior to entering rooms • Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & <u>ante rooms</u> • Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (<i>for cleaning covid rooms you must also wash all walls/doors</i>) • Wash beds as per bed instructions • Clean floors as per cleaning instructions • Clean bathrooms/toilets areas as per instructions
Bed making – daily or as required	<p><i><u>Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily</u></i></p> <ul style="list-style-type: none"> • <i><u>We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward</u></i> • Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc • Damp wipe bed side table & chairs thoroughly • Damp wipe over bedside locker & medication cupboard inside & outside • Damp wipe over the nurse call control • Damp wipe over the medical panel • Damp wipe over day bed & replace linen as required • Damp wipe over all touch points • Staff are required to make beds as per ward requirements • Remove bedside table rubbish bag & replace with a fresh bag • Staff are to ensure they have all the correct PPE & wipes at all times <p>WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room</p>
Faulty equipment checks - daily	<ul style="list-style-type: none"> • <u>DO NOT use any faulty equipment</u> • Tag any faulty equipment straight away • Report any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do • Leave a note in cleaning room on white board about the faulty equipment been

	removed from service
Extra duties	<ul style="list-style-type: none"> • Damp wipe televisions - weekly • Defrost refrigerators - weekly • Damp wipe/high dust curtain tracks – weekly • Damp wipe all high surfaces eg: notice boards – weekly • Damp wipe over the shelves/cupboards – weekly • Clean all petition glass – weekly or as required • Spot clean walls – weekly or as required • Dust ceiling vents – monthly or as required • Scrub vinyl floors – monthly or as required • Polish vinyl floors – monthly or as required (if applicable) • Clean windows – monthly or as required keeping a record • Clean maxi bin baskets – quarterly or as required • Change privacy screens & shower curtains - annually or as required
<u>End of shift duties - daily</u>	<p><i>All staff on duty are required to complete all the end of shift tasks leaving the cleaning rooms safe, clean & tidy at all times</i></p> <ul style="list-style-type: none"> • <i>Bag up dirty mops ready for collection (by roster 6)</i> • <i>Damp wipe over the cleaning trolley thoroughly</i> • <i>Re-stock cleaning trolley ready for next shift – toilet paper, hand towels, bags, chemicals, cloths, gloves etc</i> • <i>Clean the sink & hand basin</i> • <i>Damp wipe over all touch points</i> • <i>Clean hand basin as per hand basin cleaning</i> • <i>Clean floors as per cleaning instructions</i> • <i>Damp wipe over all cleaning equipment & put it back ready for use for the next shift</i> • <i>Empty and clean scrubbers thoroughly for next shift</i> • <i>Plug in & charge scrubbers ready for next shift</i> • <i>Re- stock shelves as & put in stores orders as weekly or as required (if applicable)</i>
End of shift	<ul style="list-style-type: none"> • Perform hand hygiene on entry to the hospital • Sign off at the Environmental Services offices area • Sign out and return keys to Level One Waste Room • Fill out all relevant forms/paperwork as required <p><i>Staff must report to the site Supervisors office area/Adon's office at the beginning/end of shift to let them know you have finished & leaving the facility</i></p>
	<p><i>Carry out any other duties as directed by your Supervisor in accordance with your award – this includes the cleaning of Covid areas as per instructed by Supervisor/Adon's (after hours) – if required to complete a covid clean on shift you may leave a task to be picked up by the next shift.</i></p>

Managers Signature: Deborah Ferguson **Date:** 27.11.2024

Operations Manager Signature: Denise Argent **Date:** 27.11.2024