|  |  |  |
| --- | --- | --- |
|  | ID: Form - 0546376174 | Doc No: HS00-3-187 |
| Email: HSNSW-FoodSafety@health.nsw.gov.au |
| Date Published: 30-Mar-14 | Applies to: All Environmental Services | Approver: QA |
| Author: Fifi Spechler | Modified: 9-Nov-22 | Version: 4.0 |

Goulburn Base Hospital

Environmental Services Schedule of Duties

|  |
| --- |
| **POSITION: 29 –** Emergency/Maternal & Newborn Covid cleans as required |
|  |
| **HOURS: Monday to Sunday - 7 days a week** **19:30 to 04:00** |
|  |
| **BREAK: 23:00 to 23:20 Aftenoon tea break** **01:00 to 01:30 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 follow Infection Control Guidelines at all times.** |
|  |
| **Time** | **Duty** |
| *Purpose of this role* | *This shift is to work predominately in the Emergency department after hours. It is expected that this shift will cover all required covid cleans (may also include the lifts) within the hospital in particular the X-ray & Emergency departments while on duty.* *You may also be required to make beds within the hospital. These are only urgent beds that can’t wait until the next day and a patient is waiting for the bed. We don’t strip the beds on any ward as per award conditions. Beds should be stripped and ready for cleaning when you arrive on the ward, if not ask the staff on the wards to strip the beds so you can do them. If beds aren’t stripped and staff will not strip report to Adon’s on duty.* *We don’t wash, strip or make beds in the emergency department (we only wash beds in terminals cleans in the emergency department).**You are required to clean the emergency department reception/triage offices & meeting room, the waiting room area including the play area/parents area & toilets as part of this role as well as the emergency department staff area including staff toilets/shower area. You will be required to clean up in the Maternity ward as the need arises and other duties as directed by the Adon’s or the Num of the emergency department on shift if time permits. You must let the Adon’s or Num know when you are going on your breaks and when you return. The starting and finishing times are set to meet the demands of the facility at this time and will remain as it is until further notice.* |
| *Covid workloads* | *Staff members need to prioritise workloads and consult with the Adon’s re: workloads/ which areas need priority cleaning. If busy with covid cleans – leave areas such as offices with a note saying what areas weren’t cleaned due to number of covid cleans* |
| Beginning of shift | Perform hand hygiene on entry to the hospitalSign on at the lower ground cleaner’s room areaCollect & sign for keys &/or pagers as required (from security)Procced to work area to start duties for the day***Staff must report to the Adon’s office at the beginning & end of shift to let them know you have arrived & have finished & leaving the facility*** |
| Chemicals | * 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 - Avagard General moisturising Barrier Lotion (white)
* Avargard Antiseptic CHG Hand Rub (pink)
* Avagard General Hand & Body Wash (purple)

 **SAFETY DATA SHEETS (SDS) LOCATED IN EVERY CLEANING ROOMS** |
| Equipment | * 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
* Color coded chemical bottles
* Wet floor signs
* Scrubber
* Vacuum cleaner
* Dust pan & brush
* Dusting wands & hand held trowel (doodlebug)
* Platform ladders/step ladder (where applicable)
* Waste bin
* Shelving unit
 |
| Consumables | * 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 pints – twice daily or as required | * Damp wipe and clean all touch points – door call bell/intercom, door handles, push pads on doors, door key pads/locks, hand sanitiser brackets & pumps, buttons on the lifts, lights switches etc
 |
| Rubbish removal in all the ward area – twice daily | * 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
 |
| Hand basins - daily | * 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
 |
| Floors - daily | * Electrostatic/sweep all vinyl floor surfaces
* Damp wash 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)
 |
| Emergency staff area, reception, triage offices & meeting room– daily | * Empty bins & remove waste
* Empty recycling bins & remove the waste as required
* Damp wipe all door handles/sanitizer dispenser etc – touch points
* Damp wipe & dry the glass doors/petition glass/window & sills
* Damp wipe all light switches, power points, door handles etc
* Damp wipe over all monitors & mounted monitors
* Damp wipe phones, computers, desks surface, shelves & chair
* Clean hand basins as per hand basin instructions
* Clean toilets/ensuites as per toilet/ensuites instructions
* Clean floors as per cleaning instructions
 |
| Waiting room, play area & parent’s room - daily | * Clean floors as per floor cleaning instructions
* Empty bins & remove waste
* Damp wipe all chairs & tables/benches
* Damp wipe all door handles/sanitizer dispenser etc – touch points
* Damp wipe window/glass petition sills
* Replace all hand sanitizers as required
* Damp wipe over the gate to play area
 |
| Waiting room, play area & parent’s room: Public, patient, & staff toilets – clean twice dailyEnsuites & bathrooms – daily | * Damp wipe & clean shower recess thoroughly working from top to bottom paying attention to all taps, hand rail & hand held shower nozzle
* Damp wipe & clean hand basin thoroughly paying attention to taps, plug hole & underneath
* Damp wipe back splash/wall behind hand basin
* Damp wipe vinyl walls
* Damp wipe & clean the toilet 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
* Replace toilet rolls as required
* Replace hand soap as required & recycle
* Remove rubbish & replace bag in the bins
* Damp wipe over all touch points – door handles/light switches/power points
* Clean floors as per cleaning instructions
 |
| Infectious/ terminal cleaning - as required | * Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses 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
* Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms *(for cleaning covid rooms you must also wash all walls/doors)*
* Wash beds as per bed instructions
* Clean floors as per cleaning instructions
* Clean bathrooms/toilets as per instructions
 |
| Bed making: only if urgently needed on wards | *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* * *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*
* 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
* 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

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 |
| Faulty equipment checks - daily | * 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
 |
| Extra duties  | * 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
* 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
 |
| *End of shift duties - daily* | *All staff on duty are required to complete all the end of shift tasks leaving the cleaning rooms safe, clean & tidy at all times** *Bag up dirty mops ready for collection (by roster 6)*
* *Damp wipe over the cleaning trolley thoroughly*
* *Re-stock cleaning trolley ready for next shift – toilet paper, hand towels, bags, chemicals, cloths, gloves etc*
* *Clean the sink & hand basin*
* *Damp wipe over all touch points – door handles/light switches/power points etc*
* *Mop cleaning room floor*
* *Damp wipe over all cleaning equipment & put it back ready for use for the next shift*
* *Empty and clean scrubbers thoroughly for next shift*
* *Plug in & charge scrubbers ready for next shift*
* *Re- stock shelves as & put in stores orders as weekly or as required (if applicable)*
 |
| End of shift03:30am | * Perform hand hygiene on entry to the hospital
* Sign off at the lower ground cleaning room
* Return & sign keys back in & or pagers as required (to security)
* Fill out all relevant forms/paper work as required

***Staff must report to the site Adon’s office at the beginning & end of shift to let them know you have arrived & have finished & leaving the facility*** |
|  | *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.*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Managers Signature:** |  | **Date:** |  |
| **Sector Managers Signature:** |  | **Date:** |  |