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Goulburn Base Hospital

Environmental Services Schedule of Duties

POSITION: # (3) Medical Imaging/Admin Xray/Renal/Pathology Ambulatory Care Lower Ground

**HOURS: Monday to Sunday – 7 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 follow Infection Control Guidelines at all times.

Time	Duty
<i>Purpose of this role</i>	<i>This shift predominately works in the Medical Imaging (X-ray) department. The shift also works with position #14 to allow all tasks to be completed within timeframes in the above listed areas.</i>
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 from 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

	<ul style="list-style-type: none"> • 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	<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 key pads/locks, hand sanitiser brackets & pumps, buttons on the lifts etc
Rubbish removal in all the ward area – twice 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 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)
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"> • 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 and dry mirrors • 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

	<ul style="list-style-type: none"> • 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 • Clean floors as per cleaning instructions
<p>Medical imaging - reception areas, staff work stations – daily</p> <p>Interview, consult rooms, write up rooms, meeting rooms & offices - daily</p>	<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 the window sills • Damp wipe over 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 & sills • Clean hand basins as per hand basin instructions • Clean ensuites as per ensuites instructions • Clean floors as per cleaning instructions
<p>Staff tea room, waiting room, Beverage areas & public toilet – daily</p>	<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 • Damp wipe over staff lockers • Replace hand towel as required • Clean toilet as per toilets cleaning instructions • Clean floors as per cleaning instructions
<p>Dirty utility & clean equipment rooms – daily</p>	<ul style="list-style-type: none"> • Damp wipe over door handles • Damp wipe benches/shelves – Scrub any stains off • Damp wipe over sink • Damp wipe over sanitizer • Damp wipe over pan rack • Clean hand basin thoroughly paying attention to taps, plug hole & underneath • Clean splash back/wall behind hand basin • Replace hand towel as required • Replace hand soap as required & recycle • Empty general rubbish bins & replace bags • Clean floors as per cleaning instructions
<p>Bed bays x 4 - daily</p>	<ul style="list-style-type: none"> • Damp wipe benches/shelves – Scrub any stains off • Damp wipe over chairs including legs • Damp wipe bedside table – both top, underneath, base & wheels • Damp wipe TV, telephone, patient call controls etc. • Damp wipe window sills & door frames • Damp wipe & dry over all glass surfaces • Damp wipe over "Medical Gas" board / outlets on wall above bed • Damp wipe all above bed lights • Damp wipe over all touch points • Damp wipe over suction units on walls next to beds • Damp wipe over staff lockers • Empty bins & remove waste • Clean floors as per cleaning instructions
<p>Change rooms x 4 – daily</p>	<ul style="list-style-type: none"> • Damp wipe over bench seat & shelves • Damp wipe over all touch points • Empty rubbish bins if applicable

	<ul style="list-style-type: none"> • Clean floors as per cleaning instructions
<p>Ultrasound rooms, ultrasound procedure room & ensuite - daily</p>	<ul style="list-style-type: none"> • Damp wipe benches/shelves – Scrub any stains off • Damp wipe over chairs including legs • Damp wipe bedside table – both top, underneath, base & wheels • Damp wipe TV, telephone, patient call controls etc. • Damp wipe window sills & door frames • Damp wipe over all glass surfaces • Damp wipe over “Medical Gas” board / outlets on wall above bed • Damp wipe all above bed lights • Damp wipe over all touch points • Damp wipe over suction units on walls next to beds • Clean hand basin thoroughly paying attention to taps & plug hole • Damp wipe over hand towel dispenser • Damp wipe over hand wash dispensers • Damp wipe over gloves dispenser • Replace hand towel as required • Replace hand soap as required & recycle • Empty bins & remove waste • Clean floors as per cleaning instructions • Clean ensuite as per ensuite cleaning instructions
<p>X-ray x 2, Cat Scan & Fluoroscopy rooms - daily</p>	<ul style="list-style-type: none"> • Damp wipe benches/shelves – Scrub any stains off • Damp wipe over chairs including legs • Damp wipe window sills & door frames • Damp wipe over all glass surfaces • Damp wipe over all touch points • Damp wipe over suction units on walls next to beds • Clean hand basin thoroughly paying attention to taps & plug hole • Damp wipe over hand towel dispenser • Damp wipe over hand wash dispensers • Damp wipe over gloves dispenser • Replace hand towel as required • Replace hand soap as required & recycle • Empty bins & remove waste • Clean floors as per cleaning instructions
<p>Pathology Lab and Collections</p>	<ul style="list-style-type: none"> • Assist position #14 with cleaning tasks in pathology lab and collections area, as per schedule.
<p>Renal 21:30 to 22:30hrs</p>	<ul style="list-style-type: none"> • Assist #14 position with cleaning tasks in Renal Department
<p>Sterile stock & equipment - daily</p>	<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
<p>Infectious cleaning – as required</p>	<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
<p>Faulty equipment checks - daily</p>	<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 • Return & sign keys back to Level One Waste Room • Fill out all relevant forms/paperwork as required <p>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</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 Managers Signature: Denise Argent **Date:** 27.11.2024