


Work Health and Safety: Safe Work Practice: Cleaning & Security

Handwashing

 Risks	Risk rating	Risk Controls
Infection/illnesses of staff/volunteer/client/others	Likelihood D Consequence 2 Rating = HIGH	<input checked="" type="checkbox"/> Liquid soap is best as it is less likely to be contaminated, the dispenser dispenses the right amount, there is less waste <input checked="" type="checkbox"/> Wash and thoroughly dry a refillable liquid soap dispenser before refilling it. <input checked="" type="checkbox"/> Wash hands as needed: <ol style="list-style-type: none"> 1. After going to toilet, touching your nose or hair 2. After personal care of client 3. After cleaning, waste handling or gardening jobs 4. Before handling/preparing food & whilst cooking, as needed 5. After removing gloves and before leaving client's home
Skin irritation/allergy	Likelihood C Consequence 4 Rating = MODERATE	<input checked="" type="checkbox"/> If you wash your hands five or more times a day or your hands are in water for extended periods of time, it helps to look after your hands by applying a water-based absorbent handcream after hand washing <input checked="" type="checkbox"/> Prevent the need for harsh hand washing by wearing gloves when gardening or washing dishes.

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Liquid soap, paper towel or single-use cloth towels, a water-based absorbent hand cream (<i>if at Mercy Services</i>)	Liquid soap, paper towel or single-use cloth towels (<i>if at client's home</i>)
Personal Protective Equipment required: Antibacterial wash (e.g. Aquim) if no water or soap available	

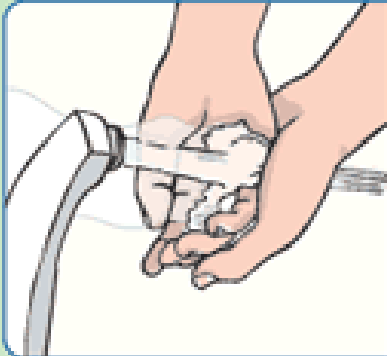
Activity	Worker behaviour
1. Prepare	a. If possible, remove rings and watch before you wash your hands.
1. Wash Hands	a. Wet hands with warm water (hot water can dry out skin). b. Apply one dose of liquid soap and lather well and wash hands for 15-20 seconds (or longer if the dirt is ingrained). c. Rub hands together rapidly across all surfaces of your hands and wrists to help remove dirt and germs. d. Be sure to wash the backs of your hands, your wrists, between your fingers and under your fingernails.
3. Rinse off soap	a. Rinse well under running water and make sure all traces of soap are removed, as residues may cause irritation.
4. Dry Hands	a. Pat your hands dry using paper towel (or single-use cloth towels). Make sure your hands are thoroughly dry. b. Dry under any rings you wear, as moisture can be a source of future contamination
5. Followup	a. Document any incident and report it to your Coordinator immediately

As at 05/01/16 this Safe Work Practice is authorised for use in:

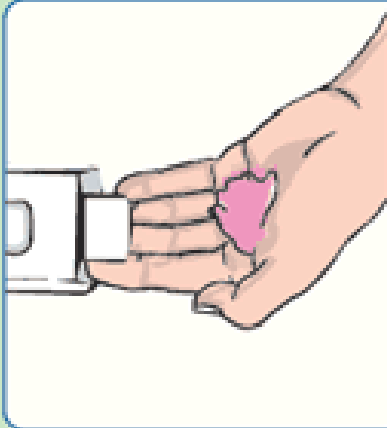
<i>Service</i>	<i>Position</i>
All Mercy Services programs	All positions

Date for review of safe work practice: January 2019 (*or if injury or changes require*)


FIGHT GERMS BY WASHING YOUR HANDS!



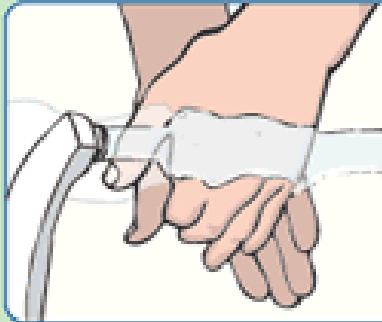
1 Wet your hands




2 Soap



3 Lather and scrub - 20 sec



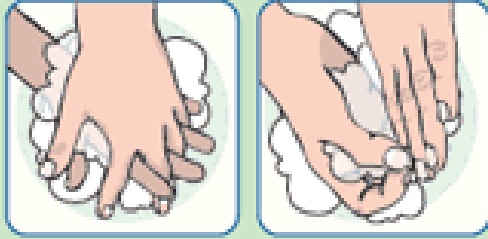
4 Rinse - 10 sec



6 Dry your hands

DONT FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands



COMPETENCY ASSESSMENT

Handwashing

Employee _____

Assessor _____

Date _____

Desired Outcome:

Staff/volunteers will limit the spread of illness by proper hand washing

Knowledge required:

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Performance Criteria	Competence demonstrated	Comment
Prepare		
a. If possible, remove rings and watch before you wash your hands.		
Wash hands		
a. Wet hands with warm water		
b. Apply one dose of liquid soap and lather well and wash hands for 15-20 seconds (or longer if the dirt is ingrained).		
c. Rub hands together rapidly across all surfaces of your hands and wrists		
d. Wash the backs of your hands, your wrists, between your fingers and under your fingernails		
Rinse off soap		
a. Rinse well under running water and make sure all traces of soap are removed		
Dry hands		
a. Pat your hands dry using paper towel (or single-use cloth towels). Make sure your hands are thoroughly dry.		
b. Dry under any rings you wear, as they can be a source of future contamination if they remain moist.		
Follow-up		
a. Document the incident and report it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....