


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

**Laundry**

 Risks	Risk rating	Risk Controls
Electric shock from faulty equipment or water coming in contact with electricity	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> Do not use washing machine if electrical cords are frayed or it is in disrepair
Manual handling injury from handling/moving clothes into and out of washing machine or using ailer/clothes line	Likelihood: D Consequence: 2 Rating = MODERATE	<input checked="" type="checkbox"/> Use squat/semi squat when picking up soiled laundry <input checked="" type="checkbox"/> Avoid prolonged bending when taking wet clothes out of machine <input checked="" type="checkbox"/> Lift wet laundry out of machine in smaller bundles (don't lift too much at once) <input checked="" type="checkbox"/> Put clothes basket at waist height (on bench or in trolley) to prevent excessive bending – if appropriate <input checked="" type="checkbox"/> Make sure to squat when putting clothes on or off lower part of ailer <input checked="" type="checkbox"/> Make sure clothes line is at correct height <input checked="" type="checkbox"/> Place clothes basket on a chair or table to limit bending when putting clothes on/off clothes line
Equipment damage from incorrect use	Likelihood: D Consequence: 2 Rating = MODERATE	<input checked="" type="checkbox"/> Ensure that equipment is used as per its manufacturers instructions <input checked="" type="checkbox"/> <b>DO NOT OVERLOAD MACHINE</b>
Infection from body spills on soiled laundry items	Likelihood: x Consequence: x Rating = LOW	<input checked="" type="checkbox"/> Wear gloves when handling soiled laundry
Poisoning or skin burn/allergy	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Use detergent that is rated as safe and read Safety Data Sheet <input checked="" type="checkbox"/> Use utensil to handle detergent and wash hands if there is skin contact with detergent <input checked="" type="checkbox"/> Exercise caution to ensure that detergent does not come in contact with eyes <input checked="" type="checkbox"/> Do not leave detergent where pets/children/ people with cognitive deficits may be able to reach
Skin damage from exposure to sun	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Wear sunscreen and a hat if you will be in the sun for a prolonged period of time <input checked="" type="checkbox"/> Avoid being in the sun between 10am-2pm (winter) and 11am-3pm (summer)

**Equipment required:**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Washing machine, clothes pegs, soaking agent, laundry powder, clothes basket.	<i>If laundry is in client's home they provide -</i> Washing machine, clothes pegs, soaking agent,

Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.	laundry powder, clothes basket, ainer or clothes line (if used)
<b>Personal Protective Equipment required:</b> Gloves, sun screen and hat (if needed)	

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	a. Tell client you are going to collect soiled linen for washing b. Ensure laundry floor is not wet, c. Ensure plug and electrical cables/equipment are not damaged d. Put on gloves. e. Add detergent to washing machine or soaker to bucket and dilute	
2. Collect and prepare soiled linen	a. Pick up soiled linen using squat or semi squat position b. Rinse any items which have been in bleach or other soaking agent. c. Soak soiled linen in approved solution, leaving overnight, as necessary.	
3. Load clothes into washing machine	a. Place dirty linen in washing machine, being mindful of load limits. b. Remove gloves.	
4. Start washing machine	a. Select appropriate setting of water level and washing setting b. Ensuring water tap(s) are turned on	
5. Remove clothes from washing machine	a. As much as possible lift washing from machine with back straight and with smaller bundles of clothes b. Place clothes in laundry basket (preferable on table or in trolley)	
6. Hang washing on clothes line/airer	a. Take clothes basket to clothes line and if possible place at elevated level b. Hang washing on line/airer	
7. Follow-up	a. Document any incident and report it to your Coordinator immediately	

**As at 11/05/17 Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer, Coordinator, Food Safety Officer/Activity Officer
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

**Date for review of safe work practice:** May 2020 (or if injury or changes require)

## COMPETENCY ASSESSMENT Laundry

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

Staff to washing laundry without causing injury to self or others

Performance Criteria	Competence demonstrated	Comment
<b>Prepare</b>		
a. Tells client you are going to collect soiled linen for washing		
b. Ensures laundry floor is not wet,		
c. Ensures plug and electrical cables/equipment are not damaged		
d. Puts on gloves.		
e. Adds detergent to washing machine or soaker to bucket and dilute		
<b>Collect and prepare soiled linen</b>		
a. Picks up soiled linen using squat or semi squat position		
b. Rinses any items which have been in bleach or other soaking agent		
c. Soaks soiled linen in approved solution, leaving overnight, as necessary		
<b>Load clothes into washing machine</b>		
a. Places dirty linen in washing machine, being mindful of load limits		
b. Removes gloves.		
<b>Start washing machine</b>		
a. Selects appropriate setting of water level and washing setting		
b. Ensures water tap(s) are turned on		
<b>Remove clothes from washing machine</b>		
a. As much as possible lifts washing from machine with back straight and with smaller bundles of clothes		
b. Place clothes in laundry basket (preferable on table or in trolley)		
<b>Hang washing on clothes line/airer</b>		
a. Take clothes basket to clothes line/airer and if possible place at elevated level		
b. Hangs washing		
<b>Follow-up</b>		
a. Documents any incident and reports it to 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.....