

HANDLING DRY AND WET GARBAGE (GENERAL)

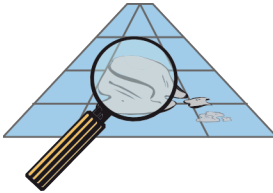
1



PPE

- Get the right PPE on. You will need gloves, overalls, an apron as well, and the correct footwear (do not wear trainers or sandals)
- If there is a serious risk of inhalation of airborne particles and dusts, wear a mask that covers the nose and mouth.
- *You must not touch the waste with bare hands.*

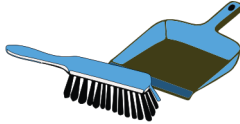
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Identify

- Quickly work out if the waste is hazardous or not (without putting yourself at risk), if not sure always assume hazardous and refer to card 'Handling Hazardous Wastes')
- Be especially careful when handling garbage of unknown origin - look for: needles, broken glass, food, anything sharp, unknown powders and chemicals

3



Collect

- *Gently handle* and remove all the waste.
- Always collect waste before starting a clean
- Gently handle and remove all the waste.
- A dustpan with a lid to collect the waste in and a scraper to lift it, or absorbable paper or cloths for most semi liquid wastes.
- Dried-on wastes may need to be soaked well before collection, this will prevent the waste being ejected into the air as dust.

4

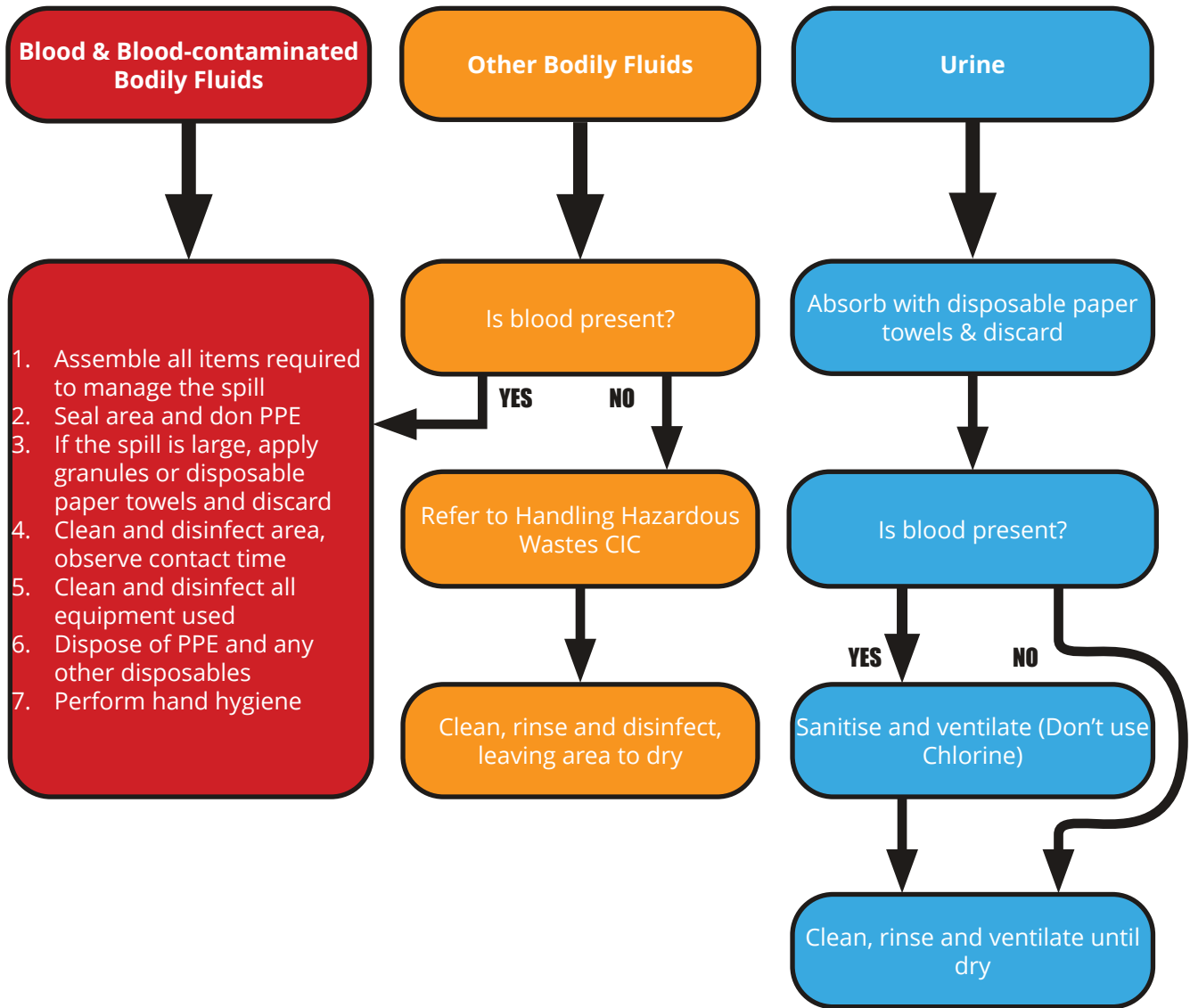


Bag & Dispose

- Bag and dispose carefully and in the correct disposal method.



HANDLING BODILY FLUID WASTE



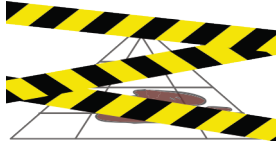
RISK OF INFECTION



- Only ever use an approved sanitiser, independently proven to kill viruses, bacteria and endospores. **DO NOT** use alcohol solutions.
- Always observe the recommended contact times
- Always thoroughly clean and disinfect cleaning equipment - inside and out
- If highly infectious agent is suspected, disinfect the wide area before cleaning, and disinfect again after cleaning
- Always perform the correct hand hygiene afterwards

HANDLING HAZARDOUS WASTE

1



Identify and Isolate

- It isn't always possible to identify the source of infection, but there are clues to be found based on the spread and infected persons. E.g food-borne from kitchens, a particular set of toilets or bathrooms.
- Once identified, and if possible, isolate the area to prevent re-infection. If this not possible, then move to the main clean and sanitise as quickly as reasonably possible.

2



PPE

- Get the right PPE on. You will need gloves, overalls, an apron as well, and the correct footwear (do not wear trainers or sandals)
- If there is a serious risk of inhalation of airborne particles and dusts, wear a mask that covers the nose and mouth.
- *You must not touch the waste with bare hands.*

3



Collect

- Dirty fabrics or other laundry items that have been in contact with any potentially contaminated liquids need to be gently bagged and removed from the area.
- Remove as much of the waste as you can onto a cloth or absorbent paper (traditionally it's sawdust) and put into a waste container.
- Make sure the items are tightly sealed in the area before leaving.

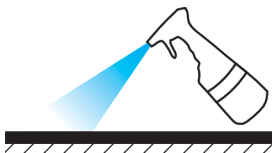
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Step 1: Wet Clean

- Thoroughly clean area starting from the furthest point working towards the source of hazard (low to high risk)
- Change the cleaning solution often
- Pay particular attention to cleaning high-touch surfaces and ensure that all soiling is removed.
- Do not neglect cleaning furniture, fixtures and fittings, sinks and doors.

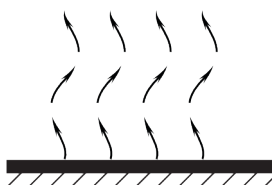
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Step 2: Disinfect

- Sanitise all immediate and surrounding surfaces and any surface that has been in direct contact with the person or is contaminated.
- Use the 'Disinfecting a Surface' method card.

6



Dry Thoroughly

- Ensure all surfaces after cleaning and sanitising are completely dry before removing the isolation barrier.
- Thoroughly clean and sanitise all the cleaning equipment after use.

HANDLING SHARPS

IMPORTANT



Sharps are a group of objects or instruments used in health care activities that can cut, prick or cause injury. They include needles and scalpels, but also broken glass, drug vials, razors and other metal bladed objects. Where a Sharp has been in contact with blood or contaminated in any way with blood, there is a higher risk of potentially transmitting an infectious blood-borne virus such as Hepatitis B or HIV.

It's important to point out that blood-contaminated Sharps do not have to penetrate the skin to pose a risk, if blood is splashed into the nose, mouth or eyes, viruses can enter the blood stream.

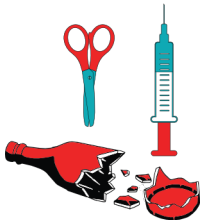
1



PPE

- Don't rush in - Look
- Get the right PPE on. You will need disposable gloves, overalls, possibly an apron as well, and the correct footwear (do not wear trainers or sandals)
- You must not handle the objects with bare hands.

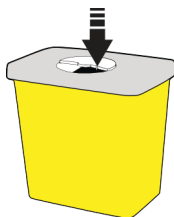
2



Collect Carefully

- Ensure you have the correct disposal bins before starting. If you don't, DO NOT proceed
- Very gently collect objects, being careful not to touch sharp sides or points
- Be careful of any liquids contained inside and outside of syringes or bottles. DO NOT disassemble
- If any liquids splash on to face, cuts to skin, wash immediately and report incident

3



Dispose Correctly

- Dispose of medical sharps (needles and blades) in appropriately marked sharps container (conforming to UN3291 and BS 7320 standards)
- DO NOT dispose of sharps in regular waste bin or recycling bin
- DO NOT use thin plastic bags
- Dispose of PPE after use

4



Wash Hands

- Wash hands thoroughly afterwards (high-risk)
- Apply hand sanitiser on clean hands

EXPOSURE TO BLOOD OR BLOOD-CONTAMINATED SUBSTANCES

IMPORTANT

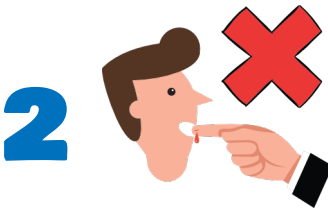


If through handling Sharps you accidentally puncture or cut yourself, you must act immediately. Puncture injuries such as needle-stick, other sharp injuries, bites, scratches, and splashes to broken skin **require immediate attention.**



Encourage To Bleed

- As quickly as possible encourage cut or puncture wound to bleed
- This step attempts to reduce the amount of biological or chemical substances entering the blood stream
- Do not press on wound if glass or object is protruding from puncture site



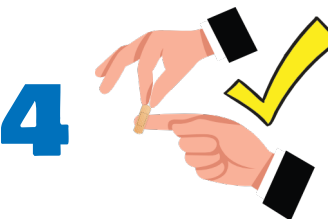
DO NOT Suck Wound

- There is a natural tendency to suck your finger in your mouth and suck the wound - **DO NOT DO IT**
- Introducing contaminated skin and blood into the mouth provides another route into the body



Wash Site

- Thoroughly wash the cut or puncture site with plenty of soap and water, while continuing to encourage it to bleed
- This step further reduces skin contamination by diluting and rinsing away any biological or chemical substances



Apply Dressing

- Apply a waterproof dressing or any suitable plaster
- Report incident to a first aider/supervisor or manager

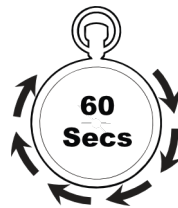
HAND WASHING GUIDE



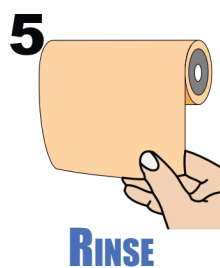
This guide demonstrates the basic hand washing procedures suitable for routine and low to medium risk environments.

Hands should be washed:

- Before eating food
- After handling cleaning equipment and products
- After using the toilet
- After cleaning toilet or kitchen areas



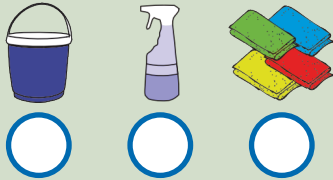
- The entire procedure must take a minimum of 1 minute to perform
- Rub soap in hands for at least 20 seconds
- Rinse and dry hands thoroughly



DISINFECTING A SURFACE



EQUIPMENT



PRODUCTS

PRODUCT NAME	DILUTION



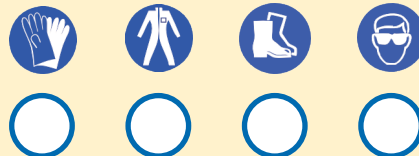
HEALTH & SAFETY

Disinfectants:

- You cannot disinfect dirt, ensure surfaces are cleaned first
- Disinfection is always a two-step process: clean first and then apply disinfectant. The greater the risk of infection (kitchen food preparation surfaces, biohazard clean ups, clinical) the greater the importance of ensuring this two-step is adhered to
- If using a combined cleaner/ disinfectant product, ensure all dirt is removed from the surface first, then reapply the product again on to the surface



PPE



Other:



COLOUR CODE

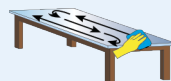


BEFORE STARTING



Remove Rubbish

- Remove all large waste or dirt deposits and rubbish from the surface



Clean Surface

- The surface to be disinfected must be cleaned first. Some disinfectants can stop working on dirty surfaces

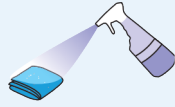


Make Solution

- Some disinfectants (e.g Chlorine-based products) must be diluted to make a fresh solution every time it is to be used - Always read the label.

STEPS

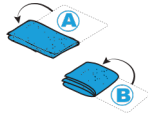
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Apply Disinfectant

Either use a hand bucket or a trigger sprayer and carefully wet a clean and dry cloth. Don't use dirty cloths or wet cloths from cleaning. Completely soak the cloth with disinfectant but without drips.

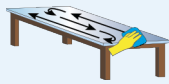
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Folding the Cloth

There are 4 usable sides to a cloth: Fold the cloth lengthwise (A), then fold in half (B). Because the surface is already clean from previous wet cleaning, the cloth should stay clean. In disinfecting all you are doing is applying an even layer of disinfectant to the surface.

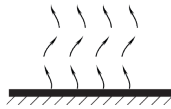
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Wipe Surface

Work methodically, looking at the surface as you apply. Ensure complete and even coverage and don't forget corners and edges. Look afterwards to ensure complete coverage, it's easy to miss bits.

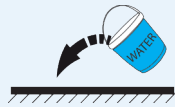
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Leave to Work

All disinfectants take a certain amount of time to ensure complete disinfection, this is written on the container - this is the **MINIMUM** contact time. The surface must remain wet with the disinfectant for the entire length of this time. Reapply disinfectant if dried before the required time.

5



Rinse

If disinfecting food-contact surfaces in kitchens, the disinfectant must be rinsed off after the required minimum contact time. For all other surfaces and uses, just leave the disinfectant to air dry.



HELPFUL TIPS AND HINTS

- Ensure all surfaces are coated with disinfectant
- For disinfectants to work they must be left in contact with the surface for the minimum time quoted on the product label. If the disinfectant dries or is rinsed off before the minimum time, it is highly likely the surface will still be contaminated
- For food contact surfaces like food preparation work surfaces, thoroughly rinse the disinfectant off the surface after the minimum contact time