Safe Work Procedure

Description of Work:	Cleaning and Handling of Blood and Body Fluids

	Potential Hazards
BIOLOGICAL HAZARD	Exposure to infectious diseases and potential sharps injury.

Personal Protective Equipment (PPE) Required *(Check the box for required PPE)*:

Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
☒	☒	☒	☐	☒	☐	☒

Safe Work Procedure Checklist:

1. PRE-Task:

- Wear appropriate PPE (as indicated above) and cover any cuts and abrasions on hands with occlusive waterproof dressing
- Obtain a Biohazard Spill Kit and/or paper towels, sealable plastic bags, sturdy tongs or forceps, mop, bucket, detergent, sharps bin, biohazard waste bin and household bleach
- Alert others to the spill and isolate the area appropriately

2. During:

- Clean up blood and other body fluids spills with disposable paper towels/tissues or by using a Biohazard Spill Kit
- Remove any broken glass or sharp material with forceps or tongs and place in sharps container
- Use hospital grade disinfectant (use 5ml of bleach to 500ml of water) to sanitize the area
- For small spills (spots of blood on tiles) an alcohol wipe may be sufficient
- Dry the area with disposable paper towels/tissues after clean-up (as wet areas attract contaminants)

3. POST-Task:

- Items such as scissors, tweezers and mops are to be cleaned and disinfected
- Dispose of contaminated waste (e.g. dressings, wipes, cleaning cloths, tissues/paper towels, human tissue, and blood) in:
  - appropriate biohazard containers/bags; or
  - the general waste in suitably labelled bags (bags are to be double bagged); or
  - Sanitary Waste Bins.
- Dispose of sharps in a Sharps Container
- Wash hands thoroughly with soap and water, dry with paper towels and sanitise hands using an alcohol-based rub or gel
- Record any direct contact with blood or body fluids in eduSafe

Competent Person(s)

DATE	NAME:	Contact Details:

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