

<p>Goulburn Ovens Institute of TAFE</p> <p>Procedure no. CS15-P76 <small>(Copy on Web Site)</small></p>	<p>Infectious Waste Procedure OHS Committee approved: 16/06/2005 <i>Reviewed: 10/08/2007, 10/08/2009, 23/10/2012, 24/07/2015, 03/08/2016</i></p> <p><i>Responsible Officer: Manager Safety and Wellbeing</i> <i>Authorising Officer: Executive Manager Human Resources</i> <i>Review: Biennial (3rd August 2018)</i></p>
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INFECTIOUS WASTE PROCEDURE

1. PURPOSE

To outline the procedures to minimise the risk of injury/illness caused by exposure to infectious waste.

2. SCOPE

This procedure applies to all staff, students and other users of Institute facilities.

3. DEFINITIONS

3.1 Infectious Waste

Includes bodily fluids e.g. blood, vomit, excreta, sanitary protection, sharps, micro-organism cultures, media plates, swabs, animal blood and culture broth.

3.2 Steam Steriliser (Autoclave)

Is a high-pressure vessel which uses steam to sterilise contaminated equipment. Steam sterilisers (Autoclave) act by removing air and heating of loads 121°C to 134°C. Sterilisation or holding time, after the attainment of temperature is 15 minutes at 121°C or 3 minutes at 134°C. Load can then be dried off if required.

3.3 Bodily Fluids

Include blood and all other bodily fluids except for sweat regardless of whether they contain blood.

4. PROCEDURE

To reduce the likelihood of staff and users of the Institute from contracting illness or injury from infectious waste, precautions should be taken eliminate or reduce the risk as far as is practicable.

4.1 Bodily fluids

The Institute provides Bodily Fluids Spill Kits for the clean up and disposal of bodily fluids.

Spill size:

- **Small spills would be bodily fluid spills up to 10 cm in diameter.**
- **Large spills would be bodily fluid spills over 10 cm in diameter.**

4.1.1 Spill Kit Contents:

Consisting of a large 10 litre reusable container with a lid, each containing:

- Two large biohazard bags for waste material
- A disposable, sturdy cardboard scraper and pan
- 1 litre bleach
- A number of pairs of disposable rubber cleaning gloves
- Eye protection
- A plastic apron
- Laminated Bodily Fluid Spill Cleanup Flowchart

4.1.2 Procedure for cleaning bodily fluid spills

Spot Cleaning

- Obtain a biohazard bag from the Campus Service Team Leader
- Wear disposable cleaning gloves.
- Wipe up spot immediately with disposable cloth, tissue or paper towel.
- Discard contaminated materials (including gloves, cloths etc) in a biohazard bag and give them to the Campus Service Team Leader or dispose of in 'Sanitary Disposal Bins' located in Disabled Toilets.
- Wash hands.
- **Report to the supervisor and complete an Incident Report Form.**

Small spills

- Collect spills kit. If your department does not have a spills kit, obtain a biohazard bag from the Campus Services Team Leader.
- Wear disposable cleaning gloves, eyewear and plastic apron.
- Wipe up spill immediately with absorbent material and place contaminated material (wipes and gloves etc) into biohazard bag for disposal.
- Clean the area with warm water and detergent using disposable cloth
- If fluid spills onto skin disinfect area by wiping with Bleach, diluted as recommended on the container and allow to dry.
- Place all contaminated material, (e.g. gloves, cloths. eyewear etc) in to biohazard bag and give to Campus Service Team Leader or dispose of in 'Sanitary Disposal Bins' located in Disabled Toilets.
- Wash hands.
- Clean and disinfect reusable eyewear before reuse.
- **Report to the supervisor and complete an Incident Report Form.**

Large spills

- Collect spills kit. If your department does not have a spills kit, obtain a biohazard bag from the Campus Services Team Leader.
- Put on disposable cleaning gloves, eyewear and plastic apron.
- Cover area of spill with Bleach and leave for three to ten minutes, depending on labelling instructions.
- Use disposable scraper (e.g. cardboard) to scoop up disinfectant and any blood or bodily substance.
- Wipe area with absorbent material.
- Place all contaminated items into biohazard bag for disposal.
- Give biohazard bag to Campus Service Team Leader or dispose of in 'Sanitary Disposal Bins' located in Disabled Toilets.
- Mop the area with disinfectant and warm water and detergent.
- If fluid spills onto skin disinfect area by wiping with Bleach, diluted as recommended on the container and allow to dry.

- Wash hands
- **Report to the supervisor and complete an Incident Report Form.**

4.2 Other infectious waste

4.2.1 Sanitary Protection

- All sanitary products must be placed in the sanitary disposal bins shall be provided in cubicles in the female and disabled toilets. Contract arrangements and facilities are in place for the disposal and subsequent replacement of the sanitary disposal bins.

4.2.2 Sharps Disposal

- Hypodermic needles and other sharps must be placed in the disposal units marked "Sharps Disposal Unit" provided in each disabled toilet at each Campuses. Contract arrangements are in place for the disposal and replacements of 'Sharps Disposal Units'.

4.2.3 Micro organism Cultures, Media Plates, Swabs, Animal Blood and Culture Broth

Facilities and processes are in place for the treatment and disposal of infectious waste which is produced during the teaching programs at the Institute.

- Any contaminated waste must be placed in a suitable container that is leak proof, able to be sealed and if necessary autoclaved and segregated from other waste.
- Containers containing infectious waste should be identified with the International biohazard symbol, the name of the person responsible for the waste, and the institution generating the waste.
- Autoclave bags are be fastened with a rubber band to ensure ease of opening.
- Autoclave bags can contain plastic Petri dishes, disposable plastic items: micro titre trays, microcentrifuge tubes e.t.c. or contaminated paper.
- Autoclave bags cannot include Pasteur pipettes, microscope slides, sharps, plastic pipette tips, recyclable glassware or plastic ware and non-contaminated paper.
- Used plastic material e.g. Petri dishes and culture bottles are to be placed in an open, solid based container or in an autoclaving bag.
- All waste containing living micro-organisms should be sterilised by autoclaving, treated with the appropriate chemical disinfectant, double bagged and disposed of in general rubbish, there are no E.P.A. requirements stating differently.

5. RESPONSIBILITIES

All Staff

All staff are responsible for:

- Clean up of spills and ensuring that hazardous waste is appropriately disposed of as per procedures listed above.
- Staff who use the contents of the Bodily Fluid Spill Kit are responsible for providing a list of the missing contents to the Commercial Manager responsible for the area.

Campus Services Team Leader

The Campus Service Team Leaders are responsible for:

- Assisting with the disposal of bodily fluids and any infectious waste produced by bodily fluid spills.
- Providing replacement items for Bodily Fluid Spill Kits
- Providing biohazard bags to staff spot cleaning bodily fluid spills.
- Providing biohazard bags to work areas for treatment and disposal of infectious wastes used in teaching programs.
- Treatment and / or disposal of infectious wastes used in teaching programs.

Assets Manager

The Assets Manager is responsible for:

- Establishing contracts for the supply of sanitary disposal units, their collection and disposal of contents.
- Establishing contracts for the supply, collection and disposal of sharps disposal units.

Commercial Managers

The Commercial Managers are responsible for:

- The disposal of micro-organism cultures, media plates, swabs, animal blood and culture broth and any infectious waste created by teaching programs.

First Aid Officers

First Aid Officers are responsible for:

- Providing advice where required for the appropriate clean up and disposal methods for bodily fluid spills.
- Ensuring that the Bodily Fluid Spill Kit is checked and replenished monthly and are replenished following use.

6. REFERENCES

- Morsby's Medical, Nursing and Allied Health Dictionary, Appendix 14
- Department of Human Services Blue Book – Guidelines for Control of Infectious Diseases, Nov 1997, Appendix 5.

7. DOCUMENTATION

- [Occupational Health and Safety Policy – CS15](#)
- [Bodily Fluid Spills Clean up Flowchart \(Attached\)](#)
- [Incident Reporting and Investigation Procedure – CS15-P75](#)
- [First Aid Procedure – CS15-P80](#)
- [Incident Report Form – FOH-01](#)

BODILY FLUID SPILLS CLEAN UP FLOWCHART

(See the Infectious Waste Procedure for detailed information regarding each step)



HOW & WHO?

Spot Clean	Small Spills (up to 10cm)	Large spills (over 10cm)
<p>STEP 1</p> <ul style="list-style-type: none"> Obtain a biohazard bag from the Campus Service Team Leader 	<p>STEP 1</p> <ul style="list-style-type: none"> Collect Bodily Fluid Spill Kit 	<p>STEP 1</p> <ul style="list-style-type: none"> Collect Bodily Fluid Spill Kit
<p>STEP 2</p> <ul style="list-style-type: none"> Wear disposable gloves 	<p>STEP 2</p> <ul style="list-style-type: none"> Wear disposable gloves Put on eyewear and plastic apron if there is a chance of splashing 	<p>STEP 2</p> <ul style="list-style-type: none"> Wear disposable gloves, eyewear and plastic apron
<p>STEP 3</p> <ul style="list-style-type: none"> Wipe up spot immediately with disposable cloth, tissue or paper towel 	<p>STEP 3</p> <ul style="list-style-type: none"> Wipe up spill with absorbent material Clean the area with warm water, disinfectant and detergent using disposable cloth and place into biohazard bag 	<p>STEP 3</p> <ul style="list-style-type: none"> Cover spill with Bleach and leave for three to ten minutes, depending on labelling instructions Use disposable scraper (e.g. cardboard) to scoop up disinfectant and any blood or bodily substance and place in biohazard bag Mop area with disinfectant, warm water and detergent
<p>STEP 4</p>	<p>STEP 4</p> <ul style="list-style-type: none"> If fluid spills on skin disinfect area by wiping with Bleach, diluted as recommended on the container and allow to dry Clean reusable eyewear before reuse 	<p>STEP 4</p> <ul style="list-style-type: none"> If fluid spills on skin disinfect area by wiping with Bleach, diluted as recommended on the container and allow to dry Clean reusable eyewear before reuse
<p>STEP 5</p> <ul style="list-style-type: none"> Place all contaminated material (gloves, cloths, non reusable eyewear etc) into biohazard bag and give it to the Campus Service Team Leader or dispose of in a sanitary disposal bin 	<p>STEP 5</p> <ul style="list-style-type: none"> Place all contaminated material (gloves, cloths, non reusable eyewear etc) into biohazard bag and give it to the Campus Service Co-ordinator or dispose of in a sanitary disposal bin. 	<p>STEP 5</p> <ul style="list-style-type: none"> Place all contaminated material (gloves, cloths, non reusable eyewear etc) into biohazard bag and give it to the Campus Service Team Leader or dispose of in a sanitary disposal bin.
<p>STEP 6</p> <ul style="list-style-type: none"> Wash hands Report to supervisor Complete Incident Report Form 	<p>STEP 6</p> <ul style="list-style-type: none"> Wash hands Report to supervisor Complete Incident Report Form 	<p>STEP 6</p> <ul style="list-style-type: none"> Wash hands Report to supervisor Complete Incident Report Form

How: See First Aid posters on OHS Noticeboard for location of Bodily Fluid Spill Kits

Who: Staff member in work area

How: Take protective equipment from Bodily Fluid Spill Kit and put on

Who: Person cleaning up spill

How: as per directions on container, place contents of scoop in biohazard bag and obtain mop from Campus Service Team Leader

Who: Person cleaning up spill

How: using cloth and Bleach as per directions on container.

Who: Person cleaning up spill

How: Carefully as to avoid splashing, seal bag.

Who: Person cleaning up spill.

How: Using soap and water.

Who: Person who cleaned up spill.