



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTMT307B Clean location to achieve low bacteria status**

**Release: 1**

## HLTMT307B Clean location to achieve low bacteria status

### Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTMT307A Clean location to achieve low bacteria status	HLTMT307B Clean location to achieve low bacteria status	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

### Unit Descriptor

#### Descriptor

This unit describes the knowledge and skills required to use methods and procedures to achieve low bacteria conditions in an area

### Application of the Unit

#### Application

Work performed requires demonstration of relevant theoretical knowledge and the ability to apply solutions to a variety of predictable problems

Individuals will take responsibility for their own outputs and limited responsibility for the output of others

All tasks are conducted in accordance with organisation policies and procedures including WHS and infection control guidelines

### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

1. Ascertain the special requirements for cleaning the low bacteria location

### PERFORMANCE CRITERIA

- 1.1 Confirm the availability of the area to be cleaned using the required method
- 1.2 Identify risks and hazards and report dangerous areas immediately for further action
- 1.3 Identify priorities and special requirements for cleaning the area through communication with the client, including special clothing requirements
- 1.4 Identify client protocols for cleaning the area and plan as required to address them
- 1.5 Observe written notices, warning symbols and room conditions and act upon them in accordance with client requirements
- 1.6 Confirm responsibilities for cleaning based on agreed client requirements
- 1.7 Report any pre-existing damage to work site immediately

**ELEMENT****PERFORMANCE CRITERIA**

- |   |  |
|---|--|
| 2. Select appropriate methods and procedures    | 2.1 Ensure the methods and procedures selected to produce the low bacteria outcome can be fully completed in the access time available                     |
|   | 2.2 Ensure the selected methods and procedures meet the relevant health regulation, code of practice and client requirements                               |
|   | 2.3 Obtain up to date documentation for the selected methods   |
| 3. Select and assemble tools and equipment      | 3.1 Select tools and equipment relevant to the type of low bacteria area and provide protection from identified risks                                      |
|   | 3.2 Select equipment in accordance with relevant signage systems, coding and manufacturers requirements  |
|   | 3.3 Assemble equipment in accordance with manufacturer's specifications and check it is in good working order  |
|   | 3.4 Dilute chemicals in accordance with manufacturer's instructions and client protocols   |
|   | 3.5 Review safety conditions against relevant safety data sheets to ensure safe cleaning operations  |
|   | 3.6 Install new filters where required to protect against any possible cross infection   |
| 4. Organise work to follow scheduled procedures | 4.1 Recognise waste types and remove in accordance with relevant company, client and legislative requirements to reduce risk of contamination or infection |
|   | 4.2 Move equipment and furniture to provide clear access to cleaning site  |
|   | 4.3 Ensure specialised equipment is isolated/removed from cleaning site in terms of client requirements to avoid any possibility of damage                 |

**ELEMENT****PERFORMANCE CRITERIA**

5. Wear protective clothing where required
- 5.1 Fit protective clothing and secure properly to ensure safe and comfortable use
  - 5.2 Remove or cover all external jewellery where it is a potential safety hazard
6. Apply selected procedures to low bacteria area
- 6.1 Use machinery in accordance with manufacturer's specifications
  - 6.2 Comply with relevant work health and safety (WHS) legislation and practice, industry codes of practice, infection control, waste management and organisation requirements
  - 6.3 Take steps to ensure ongoing client activity and work in process is not interrupted
  - 6.4 Take suitable measures and organisation procedures to ensure cross contamination does not occur
  - 6.5 Regular check filters, pads and brushes for cleanliness and replace as required to maintain the effectiveness of the cleaning procedures
  - 6.6 Apply correctly diluted cleaning agent to surfaces to enable reduction of bacteria in accordance with manufacturer's instructions
7. Adjust methods and procedures to meet demands of the situation
- 7.1 Assess need to adjust procedures to protect the needs and safety of the client and operator
  - 7.2 Plan follow up where cleaning procedures are delayed to ensure required tasks are completed within required time limits
  - 7.3 Relocate equipment for cleaning where necessary to ensure completion of all procedures
  - 7.4 Report and/or record the need for adjustments to enable suitable follow up to occur

**ELEMENT****PERFORMANCE CRITERIA**

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|--|---|
| 8. Determine that the requirements of the applied procedures have been met | 8.1 Sign off cleaning procedures at end of the clean in accordance with client and company requirements   |
|  | 8.2 Check cleaning for effectiveness and repeated where necessary to achieve required results   |
|  | 8.3 Perform or arrange bacterial count tests where specified  |
|  | 8.4 Ensure all reports are accurate and prepared without delay  |
| 9. Clean and store equipment   | 9.1 Dry and clean equipment as per manufacturer's specifications, and infection control procedures  |
|  | 9.2 Store cleaning agents, polishes and cloths in accordance with manufacturer's specifications and relevant health and safety requirements   |
|  | 9.3 Ensure cleaned equipment is stored in a manner that will maintain its function and is readily accessible for re-use   |
| 10. Use correct waste disposal methods                                     | 10.1 Use rapid flushing facilities for liquid disposal to aid dilution of waste in accordance with relevant regulations   |
|  | 10.2 Dispose of waste in accordance with relevant environmental, health and safety, infection control, WHS and local government requirements  |
|  | 10.3 Isolate, handle, transport and code contaminated wastes in terms of required procedures and regulations  |
|  | 10.4 Ensure wastes are removed as soon as possible from work site to minimise discomfort, contamination or leakage in accordance with the organisation's infection control and waste management policy and practice |
|  | 10.5 Ensure wastes are segregated where applicable  |

**Required Skills and Knowledge****REQUIRED SKILLS AND KNOWLEDGE**

## REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Workplace WHS, Infection Control and Waste Management policy and procedures
- Infection risks associated with common bacteria and viruses found in the workplace
- Job specification and special needs
- Relevant WHS/Public Health/ Infection Control Codes of Practice for application in the work site
- The main differences between bacteria and viruses
- Universal and additional infection control precautions
- Waste identification, sorting and isolation techniques

### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Identify potential and actual sources of contamination in the workplace
- Select and apply an appropriate control measure to the source of contamination
- Apply universal and additional infection control precautions
- Select and use an appropriate cleaning protocol, including methods of breaking down bulk chemicals to apply to the contaminated site and surrounding areas
- Identify and report safety risks associated with cleaning requirements of the work site
- Clean and/or disinfect cleaning equipment between jobs
- Seek and obtain additional information on potential and actual biological hazards in the work site
- Identify and apply effective actions to prevent cross-contamination of work sites, work surfaces and materials
- Identify clients' reasons and requirements for cleaning the location
- Accurately interpret the purpose and use of written notices, warning symbols, colour-coding systems, personal protective equipment and Codes of Practice relative to the room condition

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of

## REQUIRED SKILLS AND KNOWLEDGE

the identified work role

This includes the ability to:

- Application of WHS hierarchies of control
- Apply cleaning protocols
- Explain and use warning symbols
- Apply disinfection procedures
- Communication and problem solving
- Safe and correct procedures for use of cleaning chemicals and equipment
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use literacy and numeracy skills as required to fulfil work roles in a safe manner and as specified by the organisation, including the ability to:
  - recognise and decipher hazard signs and symbols associated with chemical, biological, waste and radioactive agents
  - read and use relevant warning signs, labels and special cleaning instructions

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit will be most appropriately assessed under the normal range of workplace conditions
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible



*Method of assessment may include:*

- Observation of work activities
- Written tasks
- Interviews/questioning

*Resource implications:*

- Access to:
  - a suitable venue
  - assessment instruments, record books, personal planners
  - cleaning equipment and materials, including detergents, anti-bacterial and anti-viral agents and relevant filters
  - codes of practice and organisational policy/procedures on infection control, universal and additional precautions, and contaminated waste disposal
  - enterprise and client WHS and cleaning policies and procedures, if relevant
  - infection control policy and procedures
  - job specifications and procedure manuals (if relevant)
  - manufacturers equipment use and maintenance specifications
  - material safety data sheets
  - policy and procedure manuals
  - safety equipment, such as caution signs, protective equipment, masks, gloves, etc
  - syringe sharp container(s) and disposal unit
  - syringes

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
  - All workers should develop their ability to work in a culturally diverse environment
  - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
  - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Cleaning types may be:*
- Maintenance
  - Additional/terminal for disinfection

- Environments may be:*
- Hospital wards or operating theatre suite, clean and dirty utility rooms in hospitals,
  - food processing areas (including industrial)
  - Laboratories and diagnostic rooms
  - Catheter laboratories

**RANGE STATEMENT**

*Equipment may include:*

- Vacuum (wet and dry)
- Polishers
- Scrubbers
- Lint free cloths
- Mops
- Buckets

*All equipment and materials are either:*

- Disposable
- or
- Suitable for chemical disinfection or sterilisation

*Rapid flushing materials include:*

- Sink or drain
- Slop hopper
- Sluice

*Chemicals in use are usually:*

- Brand name neutral pH detergents

*Risks and hazards may include:*

- Infection and contaminated waste
- Spillages
- Needle stick injuries
- Faulty equipment
- Waste mucous ,membrane and human tissue exposure
- Radio activity
- Cytotoxic materials
- Chemical allergic reactions

*Documentation may include:*

- Pre-printed schedules
- Protocols
- Checklists

*Coding systems may include:*

- Universal colour-coded
- Symbol systems

## RANGE STATEMENT

- Waste disposal and separation is to be:*
- Safely undertaken in accordance with organisation waste management and infection control policy, Federal, State or local government regulation
- Waste types include:*
- Contaminated
  - Biohazards and body fluids
  - Human tissue
  - Toxic or potentially dangerous
  - Cytotoxic
  - Radioactive
  - Chemical
  - Metal recovery
  - Sharps
- Procedure adjustments may follow from:*
- Workload levels
  - Emergencies
  - Lack of access
  - Unsafe conditions
  - Lack of personnel
  - Interruptions (noise, physical etc)
- Maintenance of the standard set for cleaning should:*
- Not be altered
- Problems in achieving cleaning standards should:*
- Be reported immediately to supervisors
- Manufacturers' specifications and safety data are*
- Pre-printed on:
    - chemical containers
    - safety data sheets
    - laminated cards at the work site
    - wall posters

**RANGE STATEMENT**

*Personal protective equipment may include:*

- Gloves
- Safety glasses
- Safety shoes
- Face masks and gowns
- Ear muffs/plugs
- Overalls or as prescribed in regulations or by manufacturers of chemicals or equipment
- Operating theatre clothing, including shoe covers and hair covers/caps used especially in operating room environments

**Unit Sector(s)**

Not Applicable