



Australian Government

HLTHSS006 Collect and manage linen stock at user-location

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Supersedes HLTMS201D

Application

This unit describes the skills and knowledge required to collect soiled linen from user-locations, deliver soiled linen to a designated holding area, distribute clean linen and maintain economic linen stock levels at user-locations.

This unit applies to health or community service roles involving laundry service. At this level workers perform under supervision and generally within a team environment within predetermined guidelines.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Collect and transport soiled linen

- 1.1 Collect soiled linen according to organisational procedures and work health safety requirements for infection control and personal protective equipment
- 1.2 Transport soiled linen from user locations to designated holding area using appropriate equipment and manual handling techniques

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

	1.3 Replace soiled linen bags according to organisation procedures 1.4 Identify and report hazards to supervisor 1.5 Follow workplace procedures for dealing with accidents
2. Distribute clean linen	2.1 Transport clean linen to user locations using appropriate equipment and safe manual handling techniques 2.2 Re-stock linen at user locations to ensure adequate supply 2.3 Rotate linen stock and return old stock for reprocessing
3. Maintain optimum linen stock levels	3.1 Count stock and requisition linen to meet pre-determined quantity levels 3.2 Maintain storage and security of linen according to organisation requirements 3.3 Maintain linen stock records according to organisation requirements 3.4 Consult with others where necessary about linen supplies 3.5 Participate in stock takes

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTHSS006 Collect and manage linen stock at user-location

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed organisation procedures to:
 - collect soiled linen from at least 3 user-locations and transport to designated holding location
 - respond to at least 1 accident relating to handling soiled linen that involved a sharp injury
 - distribute clean linen to at least 3 user-locations including maintaining stock levels.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- types of linen and individual uses
- delivery and collection timetables
- organisation policies and procedures relating to linen
- relevant workplace health and safety (WHS) legislation and requirements of role, including:

- manual handling
- infection control
- sharps handling
- personal protective equipment
- incident and accident reporting
- hazards associated with linen handling, including:
 - exposure to heat
 - sharp objects
 - potentially infectious linen
 - sharps
 - foreign objects.

Assessment Conditions

Skills must have been demonstrated in a workplace or a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities equipment and resources, including:
 - linen stock, user-locations and storage facilities
 - linen equipment, including trolleys, bags, baskets and bins
 - personal protective equipment
 - collection and distribution procedures, including WHS
 - inventory management procedures and documentation
- modelling of industry operating conditions.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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