



Australian Government

Department of Education, Employment and Workplace Relations

LMTLA2011A Apply infection control policies and procedures in laundry operations

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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This unit covers the skills and knowledge required to ensure that laundry operations comply with infection control policies and procedures.

Application of the Unit

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This unit applies to the preparation and processing of laundry items in accordance with industry and organisational policies and procedures relating to infection control.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

The application of this unit is according to OH&S practices of the enterprise and workplace practices, which may include:

- Material Safety Data sheets (MSDS)
- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with self management when conducting work to ensure procedures are followed when processing laundry. This unit also requires an ability to access and communicate information on procedures and problem solving skills and initiative and enterprise to recognise and act on any inconsistencies.

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

Not applicable.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | |
|--|---|
| 1. Collect and sort linen in accordance with organisational guidelines | 1.1 Appropriate personal protective equipment is worn and/or used when handling soiled linen
1.2 <i>Waste</i> is segregated, contained, stored and <i>transported</i> according to organisational policy and procedures
1.3 Waste is <i>disposed</i> of safely according to established organisational and legislative requirements
1.4 Linen is sorted according to cleaning requirements
1.5 Required documentation is completed |
| 2. Clean and disinfect equipment and surfaces | 2.1 Appropriate cleaning products, disinfectants and <i>cleaning equipment</i> are selected, prepared and used to clean and disinfect equipment and surfaces in accordance with <i>infection control guidelines</i> and scheduled cleaning routines
2.2 Standard precautions are practised, including the use of <i>personal protective clothing</i> and equipment
2.3 Organisational infection control policy and procedures are followed
2.4 <i>OH&S practices</i> are followed
2.5 Equipment is correctly stored in accordance with organisational procedures |
| 3. Maintain personal hygiene | 3.1 Standard and additional infection control procedures are used when required
3.2 Cleanliness of work clothes is maintained
3.3 Personal hygiene is maintained
3.4 Open-skin areas on self are covered with an occlusive dressing
3.5 Hand washing procedures are correctly followed according to the organisation's infection control policy and procedures
3.6 Appropriate protective clothing is checked prior to use, and worn correctly according to the organisation's infection control policy and procedures
3.7 Where appropriate, one way work flows from |

ELEMENT**PERFORMANCE CRITERIA****4. Identify and respond to infection risks**

clean to dirty zones are adhered to

3.8 Immunisation is undertaken in accordance with organisational policy

4.1 Awareness of common *infection risks* in own workplace is maintained

4.2 Infection risks are identified and *appropriate response* implemented within own role and responsibility to maintain a clean environment

4.3 Situations that pose an infection risk are responded to appropriately in accordance with organisational policy and procedures

4.4 Appropriate signs are placed as and where appropriate

4.5 Personal protective clothing is used in accordance with standard precautions

4.6 Risk control and risk containment procedures are followed for specific risks when required

4.7 Spillages are removed in accordance with organisational policy and procedure

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Demonstrates skills to

- apply standard precautions:
 - consistently follow correct hygiene procedures
 - select and use equipment and disinfectants
 - follow correct hand washing techniques
 - correctly use personal protective clothing and equipment
 - follow procedures appropriate to the cleaning area and purpose
 - minimise disruption to the work environment
 - minimise infection risks and hazards for self and others
 - use appropriate chemicals for cleaning and disinfection
- apply additional precautions when standard precautions are not sufficient
- use technology to work safely and competently
- communicate constructively to achieve planned outcomes in relation to infection risks, waste management and hygiene issues
- read, interpret, and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OH&S practices

Demonstrates knowledge of

- organisation's infection control policy as it relates to specific work role
- processes of how infection is spread
- infection risks in a laundry environment, and specifically in own workplace
- organisation's waste management policy and procedures
- applicable OHS policy and practice in relation to infection risks, hygiene, waste management and cleaning
- relevant material safety data sheets
- quality practices
- workplace practices
- practices for recording and reporting

Evidence Guide

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 the Training Package.

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

Demonstrates skills and knowledge to:

- comply with organisation's infection control
- policy as it relates to specific work roles, safe waste handling and management procedures
- apply personal hygiene and environmental practices

Consistently applies skills and knowledge when:

- organising work
- completing tasks
- identifying improvements
- using workplace practices
- using OH&S practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment used and work processes
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
- completing work systematically with attention to detail without damage to goods and equipment

Context and specific resources for assessment

Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace practices and OH&S practices.

Guidance information for assessment

This unit may be assessed independently or in combination with other relevant units.

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. Bold italicised wording, if used in the Performance Criteria, is detailed below. 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.

All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.

Waste may include	• clinical and related wastes • cytotoxic waste • sharps • radioactive waste • general waste • food wastes • human or animal tissue • hazardous substances
Waste may be transported or contained in	• lockable bins • special containers • trolley • bags • suitable vehicle
Disposal requirements may be	• determined by government, including local government requirements • determined by organisational policy • landfill • flushing into sewerage system • incineration • licensed microwave disinfection
Cleaning equipment may include	• buckets • mops and brushes • mechanical cleaning equipment
Infection control guidelines may include	• organisation's infection control policy and procedure manual • standard and additional precautions • codes of practice • relevant Australian standards • national health and medical research council guidelines • local government ordinances

RANGE STATEMENT

- material safety data sheets for chemical use
- food safety plan

RANGE STATEMENT

Personal protective clothing may include

- eye and face protection
- gloves
- impermeable gowns
- masks
- hair protection or covering
- overshoes or safety footwear
- aprons

OH&S practices

OH&S practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:

- manual handling techniques
- standard operating procedures
- personal protective equipment
- safe materials handling
- taking of rest breaks
- ergonomic arrangement of workplaces
- following marked walkways
- safe storage of equipment
- housekeeping
- reporting accidents and incidents
- other OH&S practices relevant to the job and enterprise

Infection risks may include

- sharps
- waste
- human waste and human tissue
- body fluids
- personal contact with infectious patients
- stagnant water
- stock including food which has passed 'used-by' dates
- animals, insects and vermin
- incorrect concentration of disinfectants and chemicals

Appropriate responses to infection risks may include

- incident reporting
- cleaning
- removal of waste or spillage
- following standard and additional precautions
- containment or elimination of the risk
- using personal protective clothing and equipment
- following specified organisational procedures
- seeking advice from or reporting to an appropriate

RANGE STATEMENT

person

Unit Sector(s)

Not applicable.