

**National Integrated Creative Solutions**

**ABN 54 877 348 873**

***Aim to Excel in all Aspects of Business***



## **Appendix F**

### **Existing State Waste Services Cleaning Protocol**

## **TF10 – Cleaning**

### **10.1 Purpose**

- To ensure mobile garbage bins (MGBs) are cleaned and sanitized appropriately.
- To ensure the treatment facility is cleaned and sanitized appropriately.
- To ensure the equipment is cleaned and sanitized appropriately.
- To ensure the vehicles are cleaned and sanitized appropriately.

### **10.2 Scope**

Applies to all MGBs emptied and cleaned in the Treatment Facility, all plant and equipment, vehicles and the Treatment Facility.

### **10.3 References**

- All other SWS procedures and management plans
- Identified Hazard Report Form
- Biohazard Waste Industry – Industry Code of Practice for the Management of Clinical and Related Wastes
- EPA Licence #20233 (Waste Processing and Waste Storage)
- EPA Licence #20283 (Waste Transport)
- EPA Licence #12609 (Waste Transport) – To be used for quarantine waste
- Sydney Water consent to discharge trade waste water No. 35700 (expires 1 September 2014)
- NSW Health Approval dated 20/6/13 Ref: 12/4991
- Section 46A of the Quarantine Act 1908 and more specifically the Department of Agriculture, Fisheries and Forestry (DAFF)
  - Compliance Agreement Standard Terms;
  - Quarantine Approved Premises Approval Conditions;
  - Process Management Systems (PMS) for the Storage of Quarantine Waste;
  - PMS for the Treatment of Quarantine Waste by Autoclave; and
  - Any other directive by a Director of Quarantine as it relates to SWS's operations with quarantine waste.
- Shredder manual
- Boiler manual
- Autoclave manual
- Forklift and WP-N Work Platform manuals
- Weighbridge manual
- Material Safety Data Sheets

### **10.4 Definitions**

All definitions associated with this procedure are referenced from:

- The ***Biohazard Waste Industry – Industry Code of Practice for the Management of Clinical and Related Wastes***;

- The various DAFF Standard Terms and Process Management Systems for the operation of a Quarantine Approved Premise and the handling and treatment of quarantine waste (as detailed above);
- Equipment manufacturer operations manuals.

## **10.5 Responsibilities**

Responsibilities are as detailed in the body of this procedure and affirmed in job descriptions and/or specific work instructions.

It is imperative that all documented procedures be followed when handling waste. To do otherwise would increase the risk for incident and injury. It may also place the business in breach of its licence obligations.

If anyone disagrees with a procedure they should raise the issue with management, not just disregard the procedure and go their own way.

Everyone has a duty of care when handling quarantine, clinical and related waste and this includes pointing out to others any dangers arising by the way they may be handling these waste streams.

## **10.6 Process**

There is a purpose built wash bay in the State Waste Services' treatment facility that drains into a pit before discharging to the sewer. MGBs emptied using the mechanized bin lifter are placed in a staging area for cleaning – empty MGBs used to hold quarantine waste will be held in the quarantine area for cleaning.

**NOTE: The wash bay is a designated quarantine area and needs to have appropriate signage. (Refer Procedure TF08 – Treatment of Quarantine Waste by Autoclave).**

### **10.6.1 Bleaching**

For MGBs stained with blood and MGBs retaining a foul odour.

- a) MGBs need to first be neutralised using a hospital grade bleach solution;
- b) Wearing gloves and a face mask, mix 5% bleach to 95% (1 part to 20) in the supplied hand pressure pump bottle being careful to avoid splashing;
- c) Ensure you mix the solution in the wash bay and wash away any spillage of the concentrated bleach with water; and then
- d) Pressurise the diluted bleach solution and spray over the inside and outside of the bins lined up in the wash bay.

### **10.6.2 Cleaning**

For all MGBs.

- a) Measure 5 ml of industrial strength neutral detergent in a 20 litre bucket of water;
- b) Using a brush with extended handle, wash the inside and outside of the bins;
- c) Commence cleaning the bin from the front where the labels are located;
- d) After removing any dirt or stains, rotate the container one side at a time until the entire container has been cleaned;
- e) For stubborn stains, bottles of concentrated detergent solutions (50:50 mix) can be used to spray on the areas;
- f) Rinse and tip out all excess water before removing bin to the drying staging area;
- g) Any bins with residual smells should be placed in direct sunlight for a couple of hours allowing the ultra violet light to remove this smell.

### **10.6.3 Insert new bin liners**

- a) Once the MGB is dry insert a new bin liner (yellow for clinical and anatomical bins; purple for cytotoxic) taking care to ensure the correct size liner is used; and
- b) When inserting the liner, take care to ensure all creases and folds are removed to create a clear passage for the waste to enter the bin.

### **10.6.4 Final inspection**

Final inspection should now take place. Bins should be inspected to determine:

- a) It is suitable for release in which case it should be placed in storage ready for re-issue; or
- b) It is broken or too badly stained for release in which case it should be placed in the 'FAULTY' location to await repair or disposal (refer TF10 – Non-conforming Product)

Note: No bins that are inferior or below the standards set, accomplished and maintained should ever leave the facility. When containers are found to be below standard, they shall be removed from the work area (when safe to do so), isolated in the area designated for faulty product and handled according to TF12 – Control of nonconforming product.

### **10.6.5 Cleaning equipment**

- a) The mechanized bin lifter needs to be sprayed with a bleach solution (or steam) and wiped down after a batch of MGBs containing quarantine waste has been loaded into the autoclave cart.

**NOTE: autoclave carts do not need cleaning, as they are steam sterilized to Log Kill 6 every time they go through the autoclave.**

- b) Employers need to ensure forklifts are kept clean to facilitate detection of loose, worn or defective parts and to prevent fires.
- c) Do not clean the shredder.
- d) Flammable solvents (those that have a flashpoint of less than 61°C) should not be used for cleaning. Liquids considered to be non-flammable, such as water, are preferred.

#### **10.6.6 Cleaning the treatment facility**

- a) A mechanized floor scrubber is available to clean the floor of the treatment facility;
- b) Only use cleaning and disinfectant liquids designated as appropriate for the floor scrubber;
- c) Mops and buckets are provided to clean around areas the floor scrubber cannot reach – use a 1 part in 20 mix for bleach and a 5ml in 20litre mix for industrial strength cleaning liquids.

##### **10.6.6.1 Floor Scrubber Maintenance**

- Remove and clean pads or brushes and never use soiled pads when cleaning;
- Remove and clean debris from the float shut-off screen located inside the recovery tank;
- Drain and rinse tanks thoroughly and inspect vacuum hose for any objects obstructing the air flow;
- Raise squeegee and wipe blades with a clean cloth. Always store the floor scrubber with squeegee in the raised position to prevent damage;
- Wipe down machine if needed and only use a non abrasive, non solvent cleaner or a clean damp cloth;
- Recharge the batteries if needed.

##### **10.6.6.2 Floor Scrubber Battery Maintenance**

- a) Safety
  - Always wear PPE when handling batteries;
  - If acid contacts your skin or eyes, flush with water immediately;
  - Keep flames, sparks and metal objects away from batteries;
  - Charge batteries in well ventilated areas;
  - To avoid short circuits do not lay objects on top of batteries;
  - Check all cable connections to the terminal are properly tightened – connections that are too tight or too loose could result in post breakdown, meltdown or fire.
- b) Inspection and Cleaning
  - Keep batteries clean and dry from residue;
  - Check that all vent caps are tight;
  - Use a solution of baking soda and water to clean if there is acid residue on batteries or corrosion on terminals;
  - Petroleum jelly should be applied to terminals to reduce corrosion.
- c) Storage
  - Batteries should be fully charged prior to and during storage;
  - Never store discharged batteries;

- Store batteries in a cool, dry place;
- Recharge batteries before putting them back in service.
- d) Watering
  - Add distilled water (**NEVER ACID**) to cells;
  - Only add water before charging and only if the plates are exposed;
  - Add just enough water to cover the plates;
  - Don't over fill. Overfilling will cause the batteries to leak during charging;
  - After watering, secure vent caps back on batteries;
  - Recharge battery.

#### **10.6.7 Incident and hazard reporting**

Any incident that results in injury or damage to equipment must be reported to management for review.

- d) Get treatment if required, e.g.
  - First Aid (for a needle stick injury wash the wound immediately with soap and water or alcohol-based hand rubs or solutions and then proceed to medical treatment);
  - Medical treatment (any doctor or any hospital). You have the right to choose where you go for medical treatment. Advise your doctor that the injury is work related and obtain a Workers Compensation Medical Certificate.
- e) Report the accident/injury/incident to your supervisor (orally or via email) as soon as possible. You (or your supervisor if you are unable) must complete and submit the Identified Hazard Report Form and forward to the Waste Operations Manager within 24 hours.
- f) If appropriate, apply for workers compensation.

Be vigilant for any hazards that may pose danger to people or equipment and report hazards to your supervisor. Hazards can be reported orally or via email; the Identified Hazard Report Form can be used; or, a photo and message sent via the phone to the Waste Operations Manager is also an appropriate hazard reporting method. (Refer procedure TF15 – Work Health and Safety)

### **10.7 Safety Controls**

- Wear appropriate PPE (including face mask, eye protection, gloves, safety boots);
- Ensure area is well ventilated when using bleach;
- Immediately wash any spills with water, especially if contact with the skin.

### **10.8 Records**

- Identified Hazard Report Form