

QUICK GUIDE

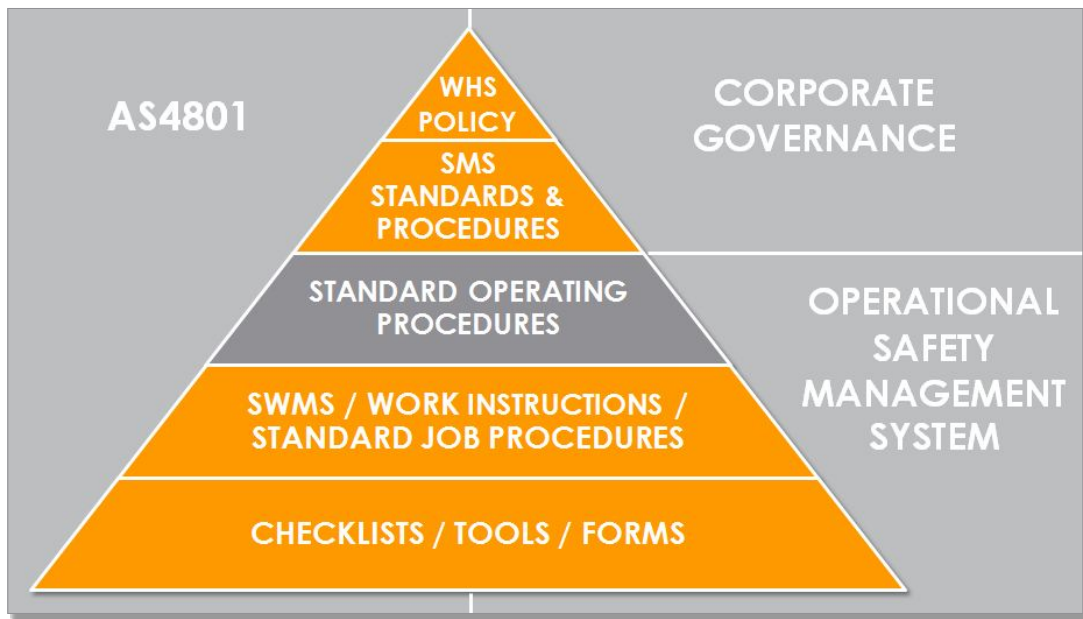
SAFETY Everyone. Everywhere. Every day

HYGIENE MAINTENANCE

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1. SMS DOCUMENT HIERARCHY



2. PURPOSE

This Quick Guide documents Queensland Urban Utilities' (QUU's) approach to the management of hygiene practices at QUU-controlled workplaces. The aim is to ensure that risks associated with hygiene-related issues are adequately managed in order to minimise the risk of injury or harm to workers. This includes ensuring that appropriate hygiene practices are adopted across QUU.

This Quick Guide has been developed as an information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- WHS Hazard and Risk Management Procedure (PRO363)
- WHS Incident Reporting, Investigation and Escalation Procedure (PRO364)
- Health Management Procedure (PRO367)
- Hazardous Chemicals SOP (PRO377)
- Plant Inspection Maintenance and Storage Procedure (PRO386)
- Facilities SOP (PRO438)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU WHS Team.

PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. EXPOSURE TO MICRO-ORGANISMS	
(a) QUU staff and contactors may come in contact with micro-organisms in sewage, office or laboratory environments through aerosol or mist, splashes or dust.	Section 7.1 (PRO448) Section 7.2 (PRO448)
(b) Exposure to some micro-organisms may pose health risks to QUU workers including contractors.	
(c) Illnesses can be contracted through: <ul style="list-style-type: none"> • Hand to mouth contact; • Skin contact and through the surfaces of the eyes, nose and mouth; • Inhalation; and • Injection. 	
(d) The health effects associated with exposure to micro-organisms are related to three groups of disease: <ul style="list-style-type: none"> • <i>Infections</i> caused by bacteria, parasites or viruses. • <i>Allergies</i> caused by microorganisms that may cause allergic reactions. • <i>Poisoning</i> or harmful effects caused by hazardous chemicals that may be used when working around micro-organisms. 	
2. MANAGING EXPOSURE	
(a) QUU will take action to manage their facilities, plant, work environment, work procedures and tasks so as to reduce the risk of exposure so far as is reasonably practicable.	Section 7.3 (PRO448)
(b) QUU will provide the following to reduce the risk of illness to staff and contractors: <ul style="list-style-type: none"> • Washing facilities (e.g. wash points, showers, clothes washing machines and clothes dryers); • Anti-bacterial soaps/hand sanitisers; • Nailbrushes; • Disposable paper towels; • Suitable personal protective equipment (PPE); • Education on hygiene practices; and • Adequate first aid kits (see First Aid SOP: PRO384 for further details). 	
3. PPE DISPOSAL	
(a) If relevant PPE is deemed unusable from significant contamination, PPE must be disposed of appropriately.	Section 7.4 (PRO448)
4. SEWAGE CONTAMINATION	
(a) If QUU workers have significant sewage coverage, they should: <ul style="list-style-type: none"> • Remove all sewage contaminated clothing (where appropriate); • Thoroughly wash exposed body parts (refer to Appendix A and B for further information on hand washing); • Launder all sewage contaminated clothing and relevant PPE 	Section 7.5 (PRO448)

AT ALL TIMES	REFERENCE
(e.g. gloves); <ul style="list-style-type: none"> • Clean equipment; • Wear clean clothing/PPE; and • Complete an incident report. 	
5. PLANT, TOOLS & EQUIPMENT	
(a) At the end of every wastewater job (or at end of shift) tools are to have any clods of soil or course matter removed.	Section 7.6 (PRO448)
(b) Always assume anything touched by sewage is contaminated.	
(c) All multi-purpose vehicles must have their fresh water tanks checked for capacity and freshness daily. Crew leaders must maintain stock of detergents and disinfectants.	
(d)	
(e) Wash hand tools and equipment with clean water and disinfectant after touching surfaces or objects that may have been contaminated with sewage. That includes shovels, small hand tools, safety equipment, excavation shutters, pumps and power tools, etc.	
(f) Change out of work clothes that have been directly or potentially contaminated with sewage before commencing a water connection or repair works.	
(g) Disposable or contaminated cloths must be stored in segregated storage or sealed bags on board vehicles. Contaminated items must not be stored in your toolbox where tools may be used for multi purposes.	
(h) Read manufacturers labels on disinfectant products and observe the appropriate safety precautions and follow the manufacturer's directions. Ensure all disinfectants (stock or dilutions) have not exceeded their use by date.	
(i) Shared tools are to be immersed in diluted disinfectant & all surfaces are to be thoroughly cleaned using supplied scrubbing brush & the disinfectant solution.	
(j) Gum boots are to have external surfaces cleaned	
(k) Upon completion dilute disinfectant is to be broad cast over a grassed or vegetated area where it will not enter a drain or waterway.	
(l) If unanticipated circumstances arise & a non-sterilised shared tool is required, the above disinfection process is to occur.	
(m) Refer to the Plant SOP (PRO386) for information relating to plant.	
6. HYGIENE WITHIN FACILITIES	
(a) All workers, including contractors, must maintain acceptable personal hygiene standards.	Section 7.7 (PRO448)
(b) Hands must be washed and boots cleaned prior to entering QUU facilities including store, depot areas.	
7. PERSONAL HYGIENE	
(a) Workers must ensure they adhere to appropriate personal hygiene practices at all times. This includes: <ul style="list-style-type: none"> • Washing hands and face when leaving the site and before 	Section 7.8 (PRO448)

AT ALL TIMES	REFERENCE
eating; <ul style="list-style-type: none"> • Washing hands after using the bathroom; • Only taking meals into nominated lunchrooms/open dining areas; • Not placing fingers or hands in or around mouth, nose, eyes or ears; • Keeping fingernails short and not biting nails; and • Protecting open cuts and wounds using dressings. 	

5. REVIEW PROCESS

This document is to be reviewed every 2 years or earlier if:

- there is an identified risk to business;
- a significant safety event occurs;
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes;
- there are changes in associated legislation; or
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.