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## Functional Flowchart

Not applicable

## Objective

To provide a corporate procedure that outlines SCL's process for clean up of body fluid / substance spills and managing body fluid / substance exposures.

## Scope

This procedure applies to all SCL operated and / or maintained sites and any situation in which a worker may be exposed to a body fluid / substance spill hazard.

## Definitions

**Body fluid / substance:** includes any human bodily secretion or substance other than sweat (e.g. blood, lung, brain, stomach fluids, semen, urine and faeces).

**Body fluid / substance spill:** includes spills, splashes or spray which may enter the eye or come into contact with other mucous membranes (e.g. mouth, nose) or broken skin.

**Communicable disease:** a disease caused by an organism(s) that can be transmitted to and between people (e.g. Hepatitis viruses, Human Immunodeficiency Virus (HIV)).

**Hepatitis:** a collective term for infections of the liver caused by excessive alcohol consumption, chemicals, drugs, and through infection via viruses. These viruses include hepatitis A, B, C, D, E and G.

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- + + **Human Immunodeficiency Virus (HIV):** a virus causing lifelong infection and which damages the body's immune system.

+ **Standard Precautions:** are work practices which assume that all contact with body fluid / substances are potentially infectious. Standard Precautions include good hygiene practices, use of personal protective equipment, and appropriate handling and disposal of sharps and other contaminated or infectious waste.

+ **Workers:** SCL employee or controlled contractor.

## Responsibilities

### OH&S Systems Manager

To maintain the currency and accuracy of the Clean up of Body Fluids / Substances Spills Corporate Procedure reflective of legislative and corporate change.

### Station / Site Manager

To monitor the implementation of the Clean up of Body Fluids / Substances Corporate Procedure and allocate responsibilities and resources to ensure site-specific practices / procedures are developed to satisfy the Corporate Procedure guidelines.

### Workers

To comply at all times with the requirements specified within this Corporate Procedure and any site-specific procedures.

## Hazards

Body fluid / substances can be the source of a large range of potentially infectious diseases. Therefore SCL has implemented a safe system to control risks to health and safety arising from hazards such as, but not limited to exposure to communicable diseases (i.e. HIV, Hepatitis etc.).

## Risk Assessment

Body fluid / substance hazards should be assessed and managed as per this Standard.

## Controls

Standard precautions for cleaning a body fluid / substance spill:

- Latex or rubber gloves are to be worn to prevent skin contact with body fluids / substances. Workers with non-intact skin (i.e. cuts and abrasions) are to ensure their wound is adequately covered with a waterproof adhesive dressing. Hands are to be thoroughly washed and dried immediately after removing gloves.
- Hand washing facilities are to include running water, soap and paper towels. Where running water is unavailable, alternative hand cleaning methods, such as alcohol-based hand rubs (available from pharmacies or medical suppliers) are to be available.
- Protective eyewear is to be worn where eyes and / or mucous membranes may be exposed to splashed or sprayed body fluids / substances or cleaning chemicals. First aid personnel who have skin problems, such as dermatitis, and who are exposed to body fluids / substances, should seek medical advice regarding their risk of infection.

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#### Clean up of body fluid / substance spills:

- A spills kit is to be available where there is a risk of body fluid / substance spills (Attachment 2 – Spills kit contents).
- The recommended procedure for cleaning up a body / fluid substance spill is detailed in Attachment 3.
- Note: Clean up of large spills e.g. road accident, fatality or serious injury, are to be considered in the context of incident management and emergency response procedures.

#### Contaminated equipment

- All re-usable cleaning equipment such as mops and buckets are to be thoroughly cleaned with cool water and bleach solution and stored dry. (Dispose of waste water in toilets, wash basins i.e. not in kitchen sinks, or sinks where food is prepared).
- Gloves and eye protection are to be worn during cleaning. (Do not touch face and clothes etc. with contaminated gloves). Items are to be washed to remove all visible contaminants as soon as possible following contamination to prevent contaminants drying. Care is to be taken during cleaning to avoid splashing (i.e. immerse the entire object in water where possible).

#### Disposal of contaminated materials:

- Contaminated waste is to be placed in a leak proof bag or container and sealed. The bag or container should not be overfilled. All waste is to be handled with care, to avoid contact with body fluids / substances.
- Gloves are to be worn when handling contaminated waste bags and containers. Where significant amounts of waste are generated, contaminated items are to be placed in clinical waste bags. These are yellow coloured plastic bags which display the international biohazard sign (available from medical suppliers).

#### Management of body fluid / substance exposures:

- In the event of an exposure to a body fluid / substance Attachment 4 - What to do in the event of a body fluid / substance exposure is to be followed.
- Exposure to body fluid / substances through mucous membranes or through non-intact skin can be a major health hazard and can cause considerable stress to the worker and their family. The uncertainty of health outcomes and the significant time (approximately 6 months) required to determine whether the worker's health has been compromised may contribute to this stress.
- Immediate intervention will assist the worker in coming to terms with the potentially dangerous and health threatening event and immediate medical treatment may prevent infection with Hepatitis B.

#### Immunisation:

- SCL has an immunisation program ([HB#560713: Immunisation](#)) in place that includes Hepatitis B vaccination. SCL recommends that persons (e.g. first aid personnel) at risk of coming into contact with body fluids / substances are immunised against Hepatitis B virus.

## Training and Competency

Training is to be provided as per [HB#551032-HS031 – Clean Up Body Fluid/Substance Spills Awareness Training Rationale](#).

## Review

This Corporate Standard is reviewed every 3 years.

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## Links and References

- + [HB#796990: Hazard and Incident Reporting](#)
- + [HB#560713: Immunisation](#)
- + [HB#560221: Information Management Policy](#)
- + [HB#560731: Safe Handling and Disposal of Sharps](#)
- + [HB#559117: Worker's Rehabilitation and Compensation](#)
  
- + [SCL Form: Authorisation to Discuss Medical Information](#)
- SCL Form: [Immunisation Consent](#)
- SCL Form: [Immunisation Letter to Medical Practitioner](#)
  
- [HB#623753-HS031: Clean Up of Body Fluid/Substance Spills Awareness Training](#)
- [HB#551032-HS031: Clean Up Body Fluid/Substance Spills Awareness Training Rationale.](#)
- [HB#623756: Immunisation Awareness Training](#)
- [HB#551033: HS033 – Immunisation Awareness Training Rationale](#)

QLD Workplace Health & Safety Act 1995, Part 3  
QLD First Aid Code of Practice 2004  
VIC Occupational Health & Safety Act 2004, Part 3  
WA Occupational Safety and Health Act 1984, Part 3  
SA Occupational Health, Safety & Welfare Act 1986, Part 3  
NSW Occupational Health & Safety Act 2000, Part 2  
TAS Workplace Health & Safety Act 1995, Part 3  
NT Work Health Act, Part 4  
ACT Occupational Health & Safety Act 1989, Part 4  
National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV (Blood borne) Viruses [NOHSC: 2010(2003)]

For copies of educational pamphlets contact:  
Publications  
Ground Floor, Queensland Health Building  
147-163 Charlotte Street  
Brisbane Queensland 4000  
Tel: 07 3234 1053

Or to download health information fact sheets, visit the Queensland Health Website at [www.health.qld.gov.au](http://www.health.qld.gov.au)

Pamphlet titles:

Information about Hepatitis A  
Information about Hepatitis B  
Information about Hepatitis C  
Information about Hepatitis A, B & C  
Information about HIV and AIDS

## Attachments

Attachment 1: Risk assessment considerations  
Attachment 2: Spills kit contents  
Attachment 3: Recommended body fluid / substance clean up procedure  
Attachment 4: What to do in the event of a body fluid / substance exposure  
Attachment 5: Audit checklist

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### Attachment 1: Risk Assessment Considerations

Risk Assessments are to take into account:

1. Likelihood of exposure.
2. Amount of body fluids / substance.
3. Possible routes of transmission.
4. Consideration of multiple exposures; including multiple sources.
5. Factors contributing to exposures (e.g. availability of personal protective equipment, nature of work, the number of first aid personnel, waste disposal practices).
6. Level of knowledge and training of workers regarding body fluid / substance spills hazards such as communicable disease hazards and safe work procedures (e.g. safe first aid practices).
7. Availability and use of amenities (i.e. hand washing facilities) and personal protective equipment (e.g. rubber gloves, eye goggles and face shields).
8. Individual risk factors for each worker (e.g. medical conditions that cause damaged / broken skin such as dermatitis or eczema).
9. Extent to which ergonomic factors, such as lighting and the first aid room layout, increase the risk of exposure to biological hazards.
10. Number of workers and other persons at risk of exposure.
11. Availability of vaccines (e.g. Hepatitis B vaccine).
12. Current risk control measures and the potential need for new risk control measures.

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#### Attachment 2: Spill Kit Contents

(Spill Kits can also be purchased from suppliers, e.g. first aid suppliers).

1. PVC, household rubber or disposable latex gloves x 3 pairs.
2. Eye protection: one pair of clear safety glasses (use side shields if wearing glasses).
3. Paper towel and absorbent material (e.g. chux super-wipes).
4. Milton tablets (bleach solution) - one tablet for every two litres of water used; or a bottle of hospital grade bleach (5% sodium hypochlorite) - freshly prepared 1:10 dilution in water.
5. Household dishwashing detergent.
6. Measuring cup.
7. Leak proof plastic bags (sturdy e.g. large clip seal bags).
8. Plastic bucket (has markings indicating volume).

### Attachment 3: Recommended Body Fluid / Substance Clean up Procedure

++ (It is recommended that this procedure be copied, laminated and placed with the Spills Kit).

#### 1. Secure the Area and Obtain the Spills Kit.

- 1.1. Prevent other people from being exposed to the spill (barricade the area off, lock the machinery out of service, or ask another person to stand near the spill and direct others away).
- 1.2. The spills kit will contain PPE to be worn. Put PPE on (disposable latex, PVC or rubber gloves and goggles / safety glasses) before starting step 2.

#### 2. Decide what Cleaning Chemicals are Required and Prepare.

- 2.1. For most surfaces the area is to be cleaned with cool water and detergent and then disinfected. i.e. 1:10 dilution of 5% sodium hypochlorite / hospital grade bleach in water (e.g. 100 mL bleach in 1 L water) or by mixing 1 Milton tablet with 2 liters of water.
- 2.2. For carpet: only clean with a detergent (bleach will discolour the carpet). Make sure the carpet is clean and dried thoroughly before allowing other people to come into contact with the area. Where large areas of carpet are involved, arrangements are to be made to have the carpet professionally steam cleaned.
- 2.3. For machinery or other equipment contact the manufacturer or supplier for advice if unsure of compatibility with bleach solution.

#### 3. Clean up of Spill.

- 3.1. Soak up spill with absorbent paper.
- 3.2. Place contaminated paper in leak proof plastic bag.
- 3.3. Clean surface with cool water\* and detergent.
- 3.4. Absorb excess water.
- 3.5. Clean surface with bleach solution (Omit this step for carpet. If spill is large, make arrangements for carpet to be professionally steam cleaned).
- 3.6. Leave bleach solution in contact with surface for 10 minutes then thoroughly rinse off with tap water.

\*Remember: Hot water will make blood stick to the surface it is on. For this reason, cold water should always be used for the first contact with blood or blood stained articles.

#### 4. Clean Equipment and Dispose of Contaminated Materials.

- 4.1. All re-usable cleaning equipment such as mops and buckets are to be cleaned with cool water and bleach solution and stored dry.
- 4.2. Dispose of waste water in toilets (not in the kitchen sink or a basin where food is prepared).
- 4.3. Contaminated waste / materials are to be sealed in a leak proof bag or container then disposed of in a designated bin / container.
- 4.4. After removing and disposing of gloves, place in bag / bin and clean hands with soap and water and dry well.

#### 5. Restock Spills Kit.

#### **++ Attachment 4: What to do in the Event of a Body Fluid / Substance Exposure**

+ This procedure is to be followed in cases which involve mucous membrane exposure or a break in the surface of the skin through which potentially infectious body fluid / substances may have entered:

##### **Immediate Action**

- + 1. Remove contaminated clothing.
2. Flush the area with copious running water.
3. Wash with soap and warm water (except for the eyes, nose and mouth).
4. Rinse the eyes (while open), mouth and nose (if affected) thoroughly with warm water (without soap) or saline.
5. If blood gets into the mouth or nose, spit / blow and then repeatedly rinse with water.
6. Thoroughly dry the area.
7. Apply a sterile waterproof dressing (such as an adhesive plaster), as necessary, and apply pressure through the dressing if bleeding is still occurring.

##### **What to do Next—Reporting and Follow up**

1. Report incident as per site procedures.
2. Contact a Rehabilitation Coordinator, who will initiate the rehabilitation process as per [HBIRDPRO-#559117-Worker's Rehabilitation and Compensation](#).
3. The worker involved in the incident is to immediately see a medical practitioner who will assess the risk of transmission and discuss options for testing and treatment.
4. A WorkCover (or its equivalent) Certificate is to be obtained from the Doctor.
5. Follow-up counselling is to be offered / organised / provided for the worker as soon as possible after the injury (counselling is also available to members of the immediate family as needed); SCL has an Employee Assistance Program in place that will provide this support.
6. In the unlikely event that a worker contracts an illness / disease (e.g. Hepatitis B) as a result of the body fluid / substance exposure, this is to be notified to the WH&S Authority for the particular State / Territory as relevant.
7. SCL is to maintain a record of notified illnesses / diseases for a period of 5 years.

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### Attachment 5: Audit Checklist

SCL Site: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Conducted By: \_\_\_\_\_ Position: \_\_\_\_\_  
(Print First & Last Names)

	C - Compliant	NC - Non Compliant	NA – Not Applicable		
Item	C-NC-NA	Findings / Action Required		Responsible Person	Completed (Insert Date & Initials)
<b>Control</b>					
There is a spills kit available in a readily accessible location? (check contents)					
Is the clean-up procedure readily available e.g. laminated and located with the spills kit?					
Relevant workers (i.e. first aiders) know where the spills kit is located?					
Following an exposure to a body fluid / substance has Attachment 4 - What to do Next—Reporting and Follow up, been undertaken?					
<b>Training</b>					
Training as per <a href="#">HB#551032-HS031: Clean Up Body Fluid/Substance Spills Awareness Training Rationale</a> has been provided? (Refer database)					

**Other / Further Details:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature of Person Conducting Inspection:** \_\_\_\_\_

**Copies Provided to:** \_\_\_\_\_  
(Print First & Last Names)