

# DOB ENTERPRISES PTY LTD

## DOB Workplace Hygiene Policy IMS-546-02-POL



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Document No

IMS -546-02-POL

Date

0303.2022

Page

Page 1 of 10

## Workplace Hygiene Policy

### Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
07.05.2020	0	Sunette Opperman	Creation	S Rupert	S Rupert
10.05.2021	1	Ellen Crepaz	Update Handwashing & Airborne Pathogens	Sunette Opperman	Sunette Opperman
03.03.2022	2	Sunette Opperman	Update visitors to office now allowed	Sunette Opperman	Sunette Opperman



DOB ENTERPRISES PTY LTD  
 ABN 20112 866001  
 Level 1 49 Horton Street  
 Port Macquarie NSW 2444  
 Ph: 1 300 854 622  
 Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 2 of 10

## Workplace Hygiene Policy

---

### **Objective:**

The primary objective of this policy is to achieve a safe working environment by maintaining high standards of hygiene and provide a safe environment for all staff and visitors.

This policy covers all persons who are directed or engaged to undertake tasks at DOB Enterprises Pty Ltd t/a MBC Nursing, MBC Recruitment, Watchout Training and Traffic Control and Macquarie Labour Hire, workplaces/locations including workers, independent contractors, work experience students, trainees, apprentices, volunteers and visitors.

### **Definition:**

**Cross-contamination** is the transfer of harmful material from a dirty or less-clean area to a cleaner area or food product (e.g. dirty knives contacting clean product).

### **Policy:**

DOB is committed to ensuring the highest level of workplace health and safety. The organisation commits to implementing practices that minimise the risk of cross-contamination and worker exposure to airborne, bloodborne and contact pathogens.

To achieve a hygienic working environment, the following hygiene practices will be implemented:

- Effective handwashing;
- Hygienic cleaning techniques;
- Safe handling and disposal of waste;
- Maintenance of a clean, hygienic environment.
- 

### **Responsibilities:**

Each individual at DOB has a responsibility to maintain safe hygiene practices

The Organisation is responsible for:

- Ensuring that a Workplace hygiene policy is in place, effective, adequately monitored and regularly reviewed;
- Ensure that supporting policies, procedures and mechanisms are in place that covers in detail specific matters;
- Provide adequate resources for training, education, counselling and any other requirements to fulfil hygiene requirements and compliance with OHS legislation and government advice;



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 3 of 10

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

## Workplace Hygiene Policy

---

**Supervisors/Managers** are responsible for:

- Managing the implementation, on-going monitoring and review of the Workplace Hygiene Policy, Procedure and supporting mechanisms;
- Ensuring that all relevant parties are provided with a copy of this policy and have a clear understanding of procedures and practices;
- Assisting and complying with confidentiality regarding hygiene matters;
- Taking appropriate action immediately if a worker reports or discloses any suspected breaches of hygiene requirements made by other workers, in particular, if safety is raised as an immediate concern;
- Sight evidence of worker medical clearances to return to work duties and to approve Return to Work following illness or injury including any medically determined restrictions or suitable duties arrangements;
- Develop and implement hygiene practices in consultation with workers as required;
- Reviewing staff training needs concerning understanding and implementing effective hygiene practices;
- Ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times.

**Workers are responsible for:**

- Notifying their Supervisor/Manager of any potential hygiene risks or concerns before commencing duty;
- Notifying the supervisor if a hygiene-related incident occurs during their work shift;
- Comply with medical restrictions and return to work plans at all times;
- Cooperate with DOB policies and procedures in regards to hygiene as required;
- Provide medical certification of fitness for work before returning to work after any non-work-related injury or illness;
- Notify their supervisor or manager immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be not following hygiene protocols

## Workplace Hygiene Procedure

### General Controls

- Wash hands regularly (see specific controls below);
- Cover any cuts or abrasions with a waterproof dressing;
- Do not share personal items, e.g. towels, grooming equipment; eating utensils or drink bottles
- Regularly clean work areas with disinfectant.
- Wear gloves and use disinfectants to clean up blood and other bodily fluids;
- Always dispose of waste in an approved waste container;
- Report all safety concerns and incidents (including near misses).



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 4 of 10

**UNCONTROLLED WHEN PRINTED OR DOWNLOADED**

## Workplace Hygiene Policy

### Handwashing

Hand washing is the most effective ways of maintaining good hygiene practices and prevent cross-contamination. Wash hands with soap (from a dispenser or pump pack) and water:

- Before starting work;
- Before eating, drinking or smoking;
- Before and after any contact with people
- After handling any soiled items;
- After using a bathroom or toilet;
- After blowing the nose or coughing into a tissue or other material;
- After working with chemicals;
- When entering a new work environment.

Providing paper towels to dry your hands after washing them is better than using hand dryers because they can dry your hands more thoroughly. If you provide single used paper towels at your workplace, remember:

#### Use the following method when washing hands:

1. Wet hands;
2. Use foaming soap and spread over hands;
3. Wash hands for 20 seconds
4. Rub hands vigorously as they wash, paying attention to palms, backs of hands, in between fingers and under fingernails;
5. Rinse hands thoroughly to remove all suds and germs;
6. Pat dry hands with a paper towel and turn the tap off with the paper towel.



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 5 of 10

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

# Workplace Hygiene Policy

## General PPE

### Disposable Gloves:

- Ensure gloves are suitable for use and if punctured, replaced immediately
- Any time something new is touch outside of the work area, gloves must be removed and thrown away, and the handwashing process must be repeated;
- When removing gloves, following the “skin to skin, glove to glove” rules:

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**.
4. With your un-gloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 6 of 10

## Workplace Hygiene Policy

---

### Disposable Masks:

- Ensure masks are suitable for use and if soiled, replaced immediately
- Any time the mask is removed, follow the mask removal process, and repeat handwashing process,

### How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The coloured side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

### How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. *Face Mask with Ear loops:* Hold both ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 7 of 10

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

## Workplace Hygiene Policy

---

4. *Face Mask with Bands*: Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

### Airborne Pathogens

Airborne pathogens can cause inflammation in the nose, throat, sinuses, and the upper airway lungs. The inhalation of these pathogens can affect a person's respiratory and other bodily systems.

- All workers and visitors MUST practise frequent handwashing;
- Practise social distancing at all times, stay at least 1.5m or more away from people;
- Maintain good respiratory (cough) etiquette, i.e. cover the mouth with an elbow and do not cough onto people, objects or into the open air; or where possible use a clean tissue for coughing (and no spitting)
- Avoid touching, kissing, and hugging others if at risk and have no intentional physical contact, for example, shaking hands and patting backs
- Undertake appropriate cleaning and disinfection activities. Ensure frequently touched surfaces are cleaned with a detergent solution;

### Coronavirus (COVID-19):

- All staff and visitors must follow the hygiene controls;
- If any staff member:
  - Thinks they have been in contact with a person infected with COVID-19; or
  - Has been informed by a medical professional that they have the virus, they must;
- Isolate themselves at home and not come to work until Public Health officers advise that it is safe to return to normal activities. This will normally be one day after symptoms end;
- Where working from home is available as an option during this forced isolation, every effort will be made to assist staff with work equipment as is practicable.

### Cleaning and Sanitising Surfaces

- During all hours of operation, visually, and physically inspect surfaces to ensure that the surfaces are clean.
- Wash, and sanitise high traffic surfaces such as sinks, tables, equipment (computers, scanners, printers, doorknobs, light switches, and utensils.

### Social distancing

- During all hours of operation staff and visitors MUST practice social distancing
- Social distancing includes ways to stop or slow the spread of infectious diseases.
- It means less contact between you and other people.



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 8 of 10

UNCONTROLLED WHEN PRINTED OR DOWNLOADED

## Workplace Hygiene Policy

---

- Do not shake hands, hug or kiss as a greeting.
- Keep 1.5 metres between yourself and other people
- Wash, and sanitise your hands often

### **Note:**

Due to DOB having a Nursing division, and the risk COVID 19 has to the aged and other vulnerable community members:

- If you have any flu like symptoms or suspect you might have the flu, you may NOT attend the office without medical clearance.

If you knowingly attend any office with symptoms, you can and will be held criminally liable.



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Document No

IMS -546-02-POL

Date

0303.2022

Page

Page 9 of 10

**UNCONTROLLED WHEN PRINTED OR DOWNLOADED**

## Workplace Hygiene Policy

---

### Employee Acknowledgement

I Hereby confirm that I have read and understood my obligations and the processes involved with The DOB Workplace Hygiene Policy.

I acknowledge, if I do not understand any aspect of its contents and implications, I am required to raise the relevant issues with my immediate supervisor (in the case of service provider or contractor etc raise with relevant management).

Employee Name:

Employee Signature:

Date:



DOB ENTERPRISES PTY LTD  
ABN 20112 866001

Level 1 49 Horton Street  
Port Macquarie NSW 2444  
Ph: 1 300 854 622  
Fax: 02 6583 8468

Revision

2

Date

0303.2022

Document No

IMS -546-02-POL

Page

Page 10 of 10

**UNCONTROLLED WHEN PRINTED OR DOWNLOADED**