

WHS infection control checklist

Spill kit

- Set up a “spill kit” containing gloves, disposable gown, goggles, mask, paper towelling, disposable cloth, neutral detergent, a yellow contaminated waste bag and a bucket. Keep this in a spot where it can be easily retrieved when needed. Educate all practice members about where the kit is located, its correct use and the importance of cleaning and restocking it after use. Spills kits can be bought from cleaning supplies companies, or you can make them up inexpensively.

Infection control manual

- Have a separate manual for infection control outlining specifically what you do in your surgery with the instruments and equipment.

Staff education (equipment)

- Educate staff on the correct cleaning and maintenance of instruments and the use, testing and maintenance of the autoclave.

Autoclave

- The autoclave is maintained, tested and serviced in accordance with the requirements of current Australian Standards (4187 or 4815) “cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, and maintenance of associated environments in health care facilities”. Keep documented evidence of this.

Waste collection

- Know exactly what happens to contaminated waste when it leaves the surgery. Ensure it is collected regularly, transported safely and incinerated in accordance with local government regulations for the disposal of hazardous goods.

Staff education (standards and guidelines)

- Staff are educated regularly and kept updated as standards and guidelines change.

Standards Australia manual

- Purchase and read the most up-to-date Standards Australia manual. Ensure staff responsible for cleaning and sterilising have access to this publication.

Sterile equipment storage

- Store sterile equipment and instruments in a manner that will protect them from becoming non sterile, e.g. a closed cupboard that is not often used will protect packaging from being punctured or contaminated.

Monthly quality improvement inspections

- Implement a procedure for your practice manager to conduct monthly quality improvement inspections of staff practices to ensure protective clothing is available and being used when dealing with blood and body substances.

Children’s toys

- Ensure children’s toys are washed weekly in a neutral detergent and stored dry. Toys which have been mouthed or are visibly soiled must be cleaned after each use.

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Written procedures

Have written procedures on:

- vaccinations for practice members
- blood and body substance spills
- blood and body substance exposure
- sharps injury management
- cleaning of the surgery environment and surfaces.
This is important even if you have contract cleaners.
It is your responsibility to ensure a clean surgery
regardless of who is performing the cleaning
- waste removal
- cleaning of instruments and equipment prior to
sterilising and disinfecting
- packaging of instruments and equipment prior to
sterilisation
- principles of sterilisation and disinfection
including documented protocols on cleaning
and sterilising/disinfection of specific instruments
used within your surgery.