

Standard Operating Procedure

Toilet / Bathroom Cleaning

HAZARDS: Transmission of infectious disease through needle stick injury, chemical splash, slip and trip/fall.

WARNING NOTICE:

When cleaning all Toilet Areas – treat them as a High Infection Risk, being from either a needle stick prick or from contact with infected body fluids. Treat them with caution at all times and follow the Safe Work Procedures on:

- **Use of Wet Floor Signs**
- **Sharps handling**
- **Cleaning of Blood/Body spillages**

Ensure that you do not place hands in areas that is not visible

PURPOSE:

The purpose of Toilet Cleaning is to ensure that toilets are clean and in a healthy and hygienic condition.

EQUIPMENT / MATERIALS:

- Cleaning Trolley
- Mop & Bucket (Colour coded)
- Rubber gloves and goggles
- Toilet Paper and hand towels paper
- Torch & Batteries
- Chemicals – No Acid Base Chemicals
- Soap – (Liquid or Cakes)
- Sharps Containers & Small Tongs – if applicable to your site
- Step Ladder
- Doodle bug & White Pads
- Long Handled – Extension Duster
- Long Handled – Toilet Brush
- Damp, dry and lint free cloths
- Door Wedges
- Broom
- Dust Pan and Brush
- Paint Scraper
- Toothbrush
- Bin Liners
- Wet floor signage, safety signage, Cleaning in progress signage, Closed for cleaning signage



Wet floor signage:
A-Frame



Wet floor signage:
Cone



PREPARATION:

- At the beginning of each shift, all staff should wash their hands to both clean them and identify any cuts or breaks in the skin. Cuts or abrasions should be covered with waterproof dressings, which are to be found in the First Aid Box.
- Personal Protective Equipment check: wear proper PPE (Gloves, Mask, Slip resistant footwear)
- Prepare all equipment and supplies required and proceed to cleaning destination
- Call out with a friendly greeting “Hello, cleaning staff here”, if the entry door is closed knock on the door and announce your intention to enter, if restroom is
 - occupied, wait until it is empty, when empty, enter, immediately post **“Restroom Closed”**
- Erect the cleaning in progress signage or place the cleaning in progress pole
- Sign and prop door open with doorstop for adequate ventilation.
- Check all your Chemical Spray or Squeeze bottles; ensure that the chemical is in the correct colour coded bottles. If there is any that are not, do not use them, lock them away and report it to your Supervisor. Replace them with the correct bottles. Ensure that they are at the correct dilution rate. To be safe, when refilling your spray or Squeeze bottles, never use pure concentrate unless it is specifically stated in the Safety Data Sheets (SDS) that are available in all workstations
- Check that all your equipment is clean and dry. This is important, as you do not know what the prior shift used the equipment for. If it is dirty, report it to your Supervisor and OH&S Representative, they will follow the in-house procedure to prevent it happening again. Clean and sanitize the equipment before you leave the workstation. Do not take the chance of taking a possible infection into a High-Risk Infection Area.
- Check that you have all your listed PPE including gloves and goggles and if any is missing contact your Supervisor, who will replace it. This also includes **“Wet Floor” – Safety / Warning signs.**
- Check that your equipment is in good working order
 - Mop Wringer Buckets – Check that it is correctly colour coded
 - A toilet mop bucket correctly colour coded
- Check that the castors are not broken or jammed as damaged equipment can cause unnecessary problems.
- Check that your mop is correctly Colour Coded – i.e. Red
- Check your mop handle – Your mop handle should preferably be Aluminium with a colour coded Base.
- If you have to use a Swing Polisher for Scrubbing or Buffing (follow procedures for Floor Scrubbing or Buffing) ensure to check for the following:
 - Check all electrical leads for crack tears or wear to the wire coating. Look for bad kinks and bends in the lead.
 - Check the plug and see if there is any sign of burning or other damage
 - Check that the machine is tagged and ensure that the tag is current. You will see by the date of the next test.
 - If there is any doubt about the checklists, do not use it instead contact the Supervisor.

- Supervisors to ensure that you fully understood the basics of the chemicals you are about to use. Read the Safety Data Sheets (SDS) and you will get specific information on how to safely handle and use your chemicals.

SAFETY:

- Supervisor to ensure that you have been trained in the current guidelines in needle stick procedure.
- Always do a visible check of the toilets to be cleaned; looking for Needles/Syringes and body fluids before you commence work.
- Ensure that you are in radio contact with the rest of the crew.
- Ensure that you have clean appropriate equipment and that it is in good working order.
- Always wear the appropriate P.P.E. (Gloves, Mask, Slip resistant footwear) before commencing any Toilet Cleaning.
- Ensure that you understand the chemicals you will be using (SDS).
- Do not stand on chairs or any other surface to reach high places.

PROCEDURE:

- Secure the entry door to the toilet, open with a wedge to give you ventilation whilst you are working. If applicable open any available window.
- Place a Safety/Warning sign outside the door.
- Before you commence work, have a visible check of the area to be cleaned. Wearing your leather rigger gloves and using your torch carefully, look for Needles/Syringes or Body Fluids. Body fluids can be Blood, Urine, Faeces, Spittle, and Vomit etc. You must treat any body fluid as possibly being infected and the guidelines and procedures will be attached to this Safe Work Procedure.
- Check - All Crevices
- Check on top of the partitions and doors and air fresheners – **Do not go beyond two steps on stepladder - never stand on the toilet seat or a chair**
- Look behind the toilet pans and S-Bends
- Check all Toilet dispensers
- Visually check underneath the hand basins
- Any needle found must be disposed of following your Site Specific Guidelines in the disposal of Needles/Syringes
- Although you have done a check for Needles/Syringes, Body Fluids - **STILL BE CAUTIOUS.**
- Ensure that correct posture is adopted during all Manual Handling activities, i.e. Bend your knees and keep your back straight.
- Clean each cubicle at a time to avoid repetitive actions, i.e. do not try to clean all the toilet bowls in one go, or all the partitions, sinks etc. By fragmenting the cubicles into sections, you will be varying tasks necessary to clean toilets
- Flush the toilet bowls to remove any debris
- Squeeze toilet bowl cleaner under the rim and around the inside of the bowl. Allow it time to work.
- Dust high surfaces to remove dust and cobwebs
- Sweep the floor and remove the litter
- Empty rubbish bins and replace liners

TOILET BOWLS

- Scrub above and below the water line and under the rim with a long handled toilet brush.
- Clean the top and bottom of the seat with detergent, paying special attention to the hinges of the seat. Wipe it dry with a dry cloth and disinfectant it.

- Damp wipe the outside of the toilet bowl and the area around the flush button. Pay special attention to the floor tiles around the base of the toilet and behind it. **BE CAUTIOUS – This is a danger spot for Needles/Syringes.** Buff with a dry cloth to remove any residue chemical on the outside of the bowl, and flush the toilet to remove any chemical left inside the bowl.
- Rinse your wet wiping cloth in detergent solution after cleaning each toilet.

URINALS

- Flush the urinal to remove any debris
- Wash with detergent and long handled brush, if appropriate size, use a doodlebug and white pad. Pay attention to behind steps and corners
- Flush the urinal to remove all chemical residue
- Wipe vertical ledge on the top
- Do not use acid based disinfectants on stainless steel urinals
- If there is a bad urine odour (Uric Acid) that is hard and yellow, look behind the urinal step, on the grill and in corners. Use your scraper to scrape away and flush well to remove any chemical residue.

SINKS

- Wash with detergent. Remove soap, scum and soil around and under taps and other fixtures to clean behind the taps, a toothbrush is handy for getting into this tight spot
- Rinse with water and buff with a dry rag
- Pay attention to the underneath of the sink – Plumbing fixtures, soap dispensers, hand driers, surrounding tiles and ledges

MIRRORS

- Spray with glass cleaner
- Wipe with lint free cloth paying attention to the corners

PARTITIONS – WALLS – DOORS

- Spot clean as required using a neutral detergent with either a doodle bug and white pad or by hand with a sponge
- Buff the same areas using a dry cloth
- If appropriate – Wipe all window sills and remove any dust
- Wipe door handles, toilet flushing mechanisms and all plumbing or other fittings with a disinfectant solution
- Replenish toilet rolls paper towels etc. and wipe the dispensers. **BE CAUTIOUS – This is another dangerous spot for Needles/Syringes**
- Mop floors with a neutral detergent using the wet mop procedure. Ensure that the floor is left clean, dry and free from any watermarks. Pay attention to the corners, the bottom of the wall tiles around partition brackets and around the toilet bowls
- Spray the toilet with an appropriate air freshener

Ensure to perform hand hygiene after completing each task

FINISH

- Dispose of rubbish in the designated waster transfer area, including disposable PPE and wash the high visual vest. 2) Return to base, report any maintenance issues, clean equipment, place chemicals in storage
- Perform hand hygiene
- If poisoning occurs, contact a doctor or Poisons Information Centre Phone Australia 131 1264

CARE OF EQUIPMENT:

CLEAN AND SANITIZE ALL YOUR EQUIPMENT BEFORE STORING IT AWAY

MOPS – CLOTHS – SPONGES – NYLON PADS

- Wash items throughout in a hot solution of neutral detergent. Leave them soaking for 10 minutes, squeeze them and allow to dry and hang them against the wall

TOILET BRUSHES

- Rinse in detergent and hot water
- Soak in a disinfectant solution for 10 minutes
- Store dry

BROOMS - BRUSHES

- Wash well with neutral detergent
- Soak in a disinfectant solution for 10 minutes
- Store dry

WRINGER BUCKETS

- Clean rollers and casters and remove mop threads
- Clean inside and outside after use with detergent and hot water

TOILET TROLLEY

- Scrub with disinfectant
- Wash down with hot water
- Turn upside down to dry

NOTE: Pay attention at all times to complete the task safely.

ENVIROMENTAL:

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch of equipment at power point with dry hands.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

NOTE: Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.