

# Standard Operating Procedure

## Basin and Sink Cleaning

**HAZARDS:** Slip and fall, back/shoulder sprain and strain, chemical inhalation.

**WARNING NOTICE:** When cleaning the basin or sink area, be mindful of slippery surfaces and never put your hands in areas that you cannot see.

### PURPOSE:

The purpose of cleaning basin and sink areas is to maintain a clean and hygienic environment.

### EQUIPMENT / MATERIALS:

- Coarse Hard Pad
- Long handle brush
- Detergent (glass cleaning detergent if needed)
- Cleaning Cloths
- Bucket and mop (colour coded)
- Paper
- Yellow biohazard bags for disposal of any infectious material (if applicable)
- Sharps containers and tongs
- Safety gloves
- Safety and warning signs (if appropriate)
- Face mask

### PROCEDURE:

- Get a trolley and transport all equipment and materials to the area to be cleaned.
- If area to be cleaned has not enough ventilation make sure to open the door by placing a wedge under it. This action will allow for better air movement.
- Place safety or warning signs outside the door.
- Ensure that correct posture is adopted during all Manual Handling activities. If you have any doubt with this procedure you are to talk to your Supervisor.
- Before work commences ensure that you have all personal protective equipment on.
- If possible use doodle bug with extension to avoid excessive bending.
- Use brush to remove all items from the surface, e.g. hair from the plughole.
- Using the detergent and brush scrub the surface then rinse and clean with water and cleaning cloth.
- For special areas such as the taps and chrome areas use detergent and either coarse hard pad or cleaning cloth to clean.
- To dry surface use the paper.
- Before moving to next area to be cleaned ensure there is no water residue on the floor (that can contribute to slip and fall) by using mop.

#### **PREPARATION:**

- If possible the supervisor should ensure that staff performing this activity have had previous experience in the task, if not staff should receive training in manual handling techniques before work commences
- Ensure that all required equipment is with you before you start your task ▪ Make sure you know what areas are to be cleaned.
- All staff performing this activity should have received chemical substance usage training and have the MSDS available to them.
- Supervisor should use MSDS to ensure the lowest risk chemicals are provided, while maintaining an efficient clean finish.
- All staff performing this activity should also receive training in needle stick and body fluids procedure and their control.
- Make sure all PPE that could be used is taken with you to the area where the task is to take place.

#### **SAFETY:**

- Always adopt correct manual handling postures.
- Take extra care when working on wet slippery surfaces.
- Equipment is to be checked before and after use and any damaged equipment or unsafe condition to be reported to supervisor.
- Supervisor to make sure that the employees have been trained in chemical usage.
- Always put on the appropriate PPE for the task being performed before commencing the task

#### **CARE OF EQUIPMENT:**

- Always make sure equipment is properly stored.
- Make sure any faults with the equipment are reported to the supervisor.
- Regularly check and maintain equipment.

**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.