

# Workstation / Surface Wiping

**HAZARDS:** Sprain and strain, chemical inhalation

**PURPOSE:** The purpose of cleaning workstation areas is to maintain a clean and hygienic environment.

## **EQUIPMENT / MATERIALS:**

- Disinfectant – Agar, Tango or Counterflu
- Cleaning Cloths (colour coded)

## **STAFF PROCEDURE:**

### **Horizontal Surfaces**

- Clear the surface that you wish to disinfect
- Use blue colour cloth/yellow colour microfiber cloths provided
- Agar chemical to be used in a labelled spray bottle with a trigger for surface wiping
- Spray and damp the cloth with Agar chemical
- Wipe the workstation surfaces from one corner to the other ensuring the entire surface is covered
- Surface must be left visibly wet and left to air dry
- Surface must be left at least 10min contact time with the chemical in order to be effective.
- Dispose the cloths as per the workplace disposing guidelines

### **High touch points such as Keyboard, mouse, printer touch panels, mouse pads, display screens**

- Use blue colour cloth/yellow colour microfiber cloths provided
- Agar chemical to be used in a labelled spray bottle with a trigger for surface wiping
- Spray and damp the cloth with Agar Chemical
- Wipe the equipment ensuring all surface areas of the equipment is covered with the chemical
- Surface must be left visibly wet and left to air dry
- Surface must be left at least 10min contact time with the chemical in order to be effective.
- Dispose the cloths as per the workplace disposing guidelines

## **CLEANER PROCEDURE:**

### **Preparation:**

- If possible the supervisor should ensure that ARA 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 and section the areas to avoid confusion
- All staff performing this activity should have received chemical substance usage training and have the SDS available to them.

- Supervisor should use SDS 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 infection control procedure
- Make sure all PPE that could be used is taken with you to the area where the task is to take place.

**Procedure:**

- Before work commences ensure that you have all personal protective equipment on.
- Use blue colour cloth or yellow colour microfiber cloth for disinfecting
- Agar Citrus chemical to be used on surface wiping
- Ensure that correct posture is adopted during all Manual Handling activities.
- Clear the surface to be disinfected
- Use blue colour cloth/yellow colour microfiber cloths provided
- Spray and damp the cloth with Agar Chemical
- Wipe the workstation surfaces from one corner to the other ensuring the entire surface is covered
- Surface must be left visibly wet and left to air dry
- Surface must be left at least 10min contact time with the chemical in order to be effective.
- Dispose used cloths