

Infection Control

POLICY AND PROCEDURE

1. Purpose

To provide clear guidelines for all staff around infection control and antimicrobial stewardship.

To underpin the organisation's reasonable duty of care to ensure the risk to employees are not exposed to hazards at work; and, to prevent and control the spread of any disease.

2. Scope

Reducing the risk of exposure to infectious diseases in the workplace is part of a general Workplace Health and Safety duty of care and supports quality service delivery to clients vulnerable to infection. Factors must be identified in the workplace that may allow or promote the spread of infectious diseases, and appropriate responses, both preventative and reactive, practiced routinely.

For the purposes of this policy, the workplace is defined as any environment in which an employee carries out a function for remuneration and may include an office, a client's home or any service in a community or public area.

Common forms of transmission include:

- Airborne; sneezing or coughing
- Contaminated objects or food
- Skin to skin contact
- Contact with body fluids

The Infection Control Policy has been developed in accordance with:

The *Public Health Act 2010*

The *National Disability Insurance Scheme Act 2013*
The *National Disability Insurance Scheme (Incident Management and Reportable Incidents) Rules 2018*
The *Quality of Care Amendment (Single Quality Framework) Principles 2018*

The New Aged Care Quality Standards
Australian Community Industry Standard (ACIS) 4.0

3. Policy Statement

Good hygiene and infection control procedures should be part of every staff member's routine in the workplace.

Handwashing is the most important and most successful intervention in controlling infection. This is effective as it dilutes and flushes off potentially infectious matter.

Cleaning procedures always include wearing gloves and using detergent and water or disinfectants. Thoroughly wash all cleaning aids, including mops, brooms, cloths and hang out to dry.

In the event of body fluids and you don't have a spill kit, put on gloves, carefully mop up spill with paper towel, clean the area with detergent and warm water and disinfect to avoid spread of infection.

If fluids come into contact with the worker's broken skin or mucosa, wash area thoroughly with water and soap and report immediately to office and complete an Incident Form.

All care staff must attend annual compulsory in-service training with Subee Newlake registered nurse

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on Infection Control and Waste Management.
Attendance at compulsory training will be paid.

It is the care worker's responsibility to advise their supervisor if additional PPE is required for any shift or client.

Responsibility and Authority

Subee Registered Nurse, Quality Manager, Team leaders and HR have authority to ensure this procedure is followed.

The Registered Nurse, service co-ordinators and team leaders are responsible for enforcing the Infection Control procedures through training, provision of PPE, care plans and spot checks.

All employees are responsible for knowing and following this procedure. Current Infection Control Policy is read and acknowledged at time of annual mandatory training.

Employees have a duty of care to clients under the mentioned acts and standards as well as under state and federal law.

Subee Pty Ltd is responsible for having appropriate work cover insurance.

Subee is responsible for reporting notifiable infectious diseases to the NSW Public Health Unit.

Vaccination for Administration and Support Care Staff

Working in the health care industry exposes staff to disease. Staff are educated on infection prevention and control guidelines to protect themselves against disease.

Subee promotes vaccination awareness through the staff newsletter, email correspondence from NSW Department of Health and other relevant regulatory bodies.

All staff members are responsible for their own wellbeing. However, Subee arranges an influenza vaccination clinic and offers all staff reimbursement for the Influenza vaccination annually.

Advice should be sought from an infectious diseases expert when staff members have contracted a communicable disease.

Jewellery & Fingernails

Effective hand hygiene requires:

1. No hand or wrist jewellery. Hand contamination with infectious agents is increased when wearing hand or wrist jewellery. Rings, bracelets, bangles and wrist watches should not be worn because they can hinder effective hand hygiene practices.
2. The consensus recommendations from the World Health Organisation are that healthcare workers **do not** wear artificial fingernails or extenders when

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having direct contact with patients and natural nails should be kept short (< 0.5cm long).

Hand hygiene Australia
<https://www.hha.org.au/faq/general>

Blood and Body Substance Exposure

All staff members are aware and trained in the process for dealing with blood or body fluid exposure.

The Subee Waste Management Policy outlines process for body fluid spills and use of spill kits.

The registered nurse employed by Subee Pty Ltd is responsible for managing this process and is required to inform all staff members of the potential risks with needle stick and sharp injury. A needle stick injury follow-up protocol is visible in the Needle Stick and Sharps Safety policy and procedure.

The Quality Manager is responsible for maintaining and updating this policy.

Any staff member exposed to blood or body substances is encouraged to consult a general practitioner for assessment, advice and counselling if necessary. Staff are required to report this incident immediately to their management and complete an incident form.

The results of any testing are confidential. All the required paperwork is to be completed in compliance with state-based health legislation.

If the source is known, test for HIV and hepatitis C and B with informed consent.

Sexual Health Helpline 02 9227-6178 or for advice on infectious disease call Health Direct 1800 022 222

Counselling is offered and recommended for the staff member and the source patient if testing is done.

The results from any tests are confidential and the staff member receives them directly.

The Human Resource Coordinator informs work cover and follows the work cover procedure.

New or newly evolved communicable infectious disease

Every disease is different. The local, state, and federal health authorities will be the source of the latest information and most up to date guidance on prevention, case definition, surveillance, treatment, and skilled nursing centre response related to a specific disease threat.

Subee Emergency Preparedness Procedure will be followed that includes a response plan.

This plan will:

- i. build on the workplace practices described in the Infection Control Policy
- ii. include administrative controls (screening, isolation, visitor policies and employee absentee plans)

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- iii. Address human resource issues such as employee leave
- iv. Clinical leadership will be vigilant and stay informed about Emergent Infectious Disease EIDs around the world. They will keep administrative leadership briefed as needed on potential risks of new infections in their geographic location through the changes to existing organisms and/or immigration, tourism, or other circumstances.
- V. As part of the emergency operations plan, Subee Newlake will maintain a supply of personal protective equipment (PPE).
- vi. Staff and clients will be kept informed about service delivery.

Notifiable Diseases

Public Health Act 2010 No 127

The Public Health Act 2010 requires that certain medical conditions be notified to public health authorities in NSW. These include infectious various diseases.

Reportable diseases can be found at
<https://www.health.nsw.gov.au/Infectious/Pages/notification.aspx>

Public Health Units

Mid North Coast and Northern NSW LHD

PO Box 498, Lismore, 2480
Phone: (02) 6620 7585
Fax: (02) 6622 2151 / 6620 2552 (secure line)
After hours

Phone: 0439 882 752 Infectious Disease or
Phone: 0428 882 805 Environmental Health

Port Macquarie Public Health Unit

(Mid North Coast and Northern NSW LHD)
PO Box 126, Port Macquarie, 2444
Phone: (02) 6589 2120
Fax: (02) 6589 2390 (secure line)

After hours

Phone: 0439 882 752 Infectious Disease or
Phone: 0428 882 805 Environmental Health

In NSW calling 1300 066 055 will direct you to your local public health unit

Related Policies & Procedures

Sharps and Needlestick Policy and Procedure

Waste Management Policy and Procedure

Risk Management Policy and Procedure

Incident Policy

COVID-19 Risk Management Policy and Procedure

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