



## **Bodily Fluids and Spills Policy**

**Policy: 14**

### **Policy:**

**Spills and mess from bodily discharges must be cleaned away in such a way that ensures contamination and infection are prevented, according to this procedure.**

### **Procedures:**

- 1. Ensure appropriate PPE is worn and equipment is used and any cuts or abrasions are covered with waterproof dressings. Always wear disposable gloves.**
- 2. Obtain the necessary equipment from the SWS Spills Cleanup Kit or other sources. This may include paper towels, absorbent granules, sealable plastic bags, tongs or forceps, mop, bucket, detergent, bleach, Sharps Bin, etc.**
- 3. Alert others to the spill and isolate the area.**
- 4. FOR LARGE AMOUNTS OF SUBSTANCES**
  - **Using forceps or tongs remove broken glass or sharp material with tongs and wrap in newspaper or other material before disposing into bin**
  - **Remove visible organic matter with absorbent materials or paper towels and dispose into sealable plastic bags**
  - **Soak and clean the area with mop and detergent followed by bleach diluted 1:50**
- 5. FOR SMALL AREAS UP TO ABOUT 10 CM DIAM.**
  - **Use paper towels to clean up the spill**
  - **Finish off with detergent and bleach diluted 1:50**
- 6. Finish off by cleaning all equipment used with warm water and detergent, and store when dry.**
- 7. Record details of the incident in the Incident Report Form and the Shift Report, with a request to replenish materials used..**
- 8. CONTENTS OF THE SPILLAGE BOX**

<ul style="list-style-type: none"><li>• <b>Kitty Litter</b></li><li>• <b>Chux cloths</b></li><li>• <b>Detergent Wipes</b></li><li>• <b>Dettol</b></li><li>• <b>Disposable Gloves</b></li><li>• <b>Broom and Dust Pan</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Safety Glasses</b></li><li>• <b>Disposable Overalls</b></li><li>• <b>Paper Towel</b></li><li>• <b>Rubbish Bag</b></li></ul>
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