

1. Purpose

To describe the process of identification and control of risks associated with the Infection Control Procedure at the City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors and volunteers at CGD workplaces.

3. Definitions

Epidemic / Outbreak: The occurrence of a number of cases of a disease (or condition) in excess of a number expected in a given time and place. In some instances, a single case will constitute such an unusual occurrence.

Hazard: A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment or a combination of these.

Health and Safety Representative (HSR): An employee elected by the DWG to represent them on matters relating to OHS.

Pandemic: Pandemic is defined as an epidemic that is geographically widespread; occurring throughout a region or even throughout the world.

Personal Protective Equipment (PPE): Clothing and equipment designed to be worn, that can provide a level of protection from injury or illness from workplace hazards.

Risk Assessment: the process of determining the likelihood and consequence of injury, disease or illness, or damage arising from exposure to a hazard. If there are existing Risk Controls already in place, an Assessment of Risk considers the reliability and robustness of these existing Risk Controls when determining the Inherent and Residual Risk Level/Score.

Safe Work Method Statement (SWMS): A document that identifies work that is high risk construction work, states the hazards and risks to health and safety of that work, describes the measures to control those risks and describes the manner in which the risk control measures are to be implemented. A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained.

Sharps: A term used within the health care industry, which describes any items which have sharp points or cutting edges capable of penetrating human skin when handled.

Standard Precautions: Standard precautions are the minimum infection prevention and control practices that must be used at all times for all patients in all situations as prescribed by Health Victoria.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure.

Team Leader Risk Management & OHS is responsible for:

- ensuring the Procedure is implemented and reviewed, as required.

Managers are responsible for:

- implementing the Procedure in their area of responsibility;
- ensuring persons comply with infection control requirements.

5. Procedure

5.1 Identification of Infection Hazards.

At CGD potential exposure to infection based hazards need to be identified and controlled.

Identification can occur through:

- health and safety audits and inspections
- risk assessments - refer to the CGD OHS Risk and Change Management Procedure
- analyse the workplace layout, design and task requirements (i.e. how often they are exposed)
- hazard identification and reporting from employees, contractors etc.

Transmission of infection, can occur through:

- airborne contaminants
- contaminated objects
- food
- skin-to-skin contact
- contact with body fluids
- injuries caused by sharps
- contact with animals

5.2 Control of Infection risks

The Manager and/or relevant Supervisor in consultation with the HSR and employees are to ensure suitable controls are selected and implemented where infection risks are identified, refer to the CGD OHS Risk and Change Management Procedure. Ensure the application of 'Standard Precautions'.

Controls and mitigation introduced could include:

- providing appropriate information and training
- changing work process
- use of vomit/blood spill kits and sharps containers
- use of PPE
- development of task specific SOP's
- access to medical and first aid services
- contaminated waste disposal
- immunisation
- hand sanitizer dispensers in bathrooms, customer service centres, meeting rooms, libraries etc

Refer also to CGD Infection Control Matrix for guidance in determining controls.

5.3 Outbreaks, Epidemics and Pandemics

CGD will seek advice from the Public Health Unit in dealing with issues related to disease outbreaks, epidemics and pandemics. The Public Health Unit will be guided by the Victorian Chief Health Officer / Department of Health and Human Services.

Managers must adhere to the advice given by the Public Health Unit, and take the necessary precautions with 'at risk' employees to ensure exposure to the outbreak / epidemic / pandemic is as low as reasonably achievable.

Employees who have been exposed, or express symptoms relating to outbreaks / epidemics / pandemics, must advise their manager, seek medical attention and participate in any quarantine protocols expressed by the health authorities. A medical / clearance certificate may be required prior to returning to work.

Individual departments within Council may activate their Business Continuity Plans as necessary. It may be necessary that only some aspects of the plan are activated during a pandemic depending on the severity of the disease and the impact it has on the community and the needs of the community.

5.4 Immunisation

At CGD identified persons at risk will be offered immunisation against the recommended vaccine preventable diseases, where appropriate.

CGD will advise persons who may require vaccination to CGD's Immunisation Program.

Informed consent is required before screening and vaccination.

Refer DHHS Victoria; Vaccination for healthcare workers, ed. 7 Aug. 2014 for guidance in vaccine protocols.

5.5 Reviewing Risks

Control measures should be reviewed by the relevant Manager at regular intervals to ensure that they have the desired effectiveness in reducing potential infection risk to an acceptable level.

5.6 Training

Employees who may be exposed to infection, should receive training (and regular refresher training) and/or instruction relating to the hazards that exist including where appropriate:

- hazards and the potential risks to health
- reasons for particular control measure/s, application and how they are maintained
- PPE required refer to CGD OHS Personal Protective Equipment Procedure
- occupational hygiene
- needle stick collection and injury
- spill control
- dealing with contaminated/infectious waste
- access to first aid equipment and first aiders

6. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health & Safety Regulations 2017*
- *WorkSafe Vic. Compliance Code; First aid in the workplace, ed. 1 Sept. 2008*
- *Dept. of Health and Human services Victoria; Vaccination for healthcare workers, ed. 7 Aug. 2014*
- *Dept. of Health and Human services Victoria; Health Victoria; Infection Control Guidelines*

7. Related Documents

OHS Policy

OHS Consultation, Communication and Issue Resolution Procedure

OHS Responsibility Procedure

OHS Risk and Change Management Procedure

OHS Personal Protective Equipment Procedure

8. Document History

Version Number	Issue Date	Approved	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		05.12.2019	Accepted by OHS Policy Sub-Committee
0.3		12.03.2020	2 nd Draft Accepted by OHS Policy Sub-Committee
0.4		18.05.2020	14 Day Employee Consultation
1.0		May 2020	OHS Oversight Team Approval