



COVID-19 Cleaning and Personal Hygiene Inspection

27 Apr 2020 / Oliver Grether

Complete

Inspection score	Failed items	Created actions
68.42%	6	0
Conducted on 📅 27th Apr, 2020 ⌚ 9:12 AM AEST		
Prepared by Oliver Grether		
Location Newington Factory		

Inspection / Process & Procedures

Are relevant Covid-19 updates posted on staff noticeboards? Or have they been provided via internal communications?	No
– Notes Only have hand washing posters on display.	
Is there a system in place to ensure social distancing is supported?	No
– Notes Not at this stage, but Leanne has been advised to mark areas on floor with X and limit people to one per table.	

Inspection / Cleaning and Disinfecting Surfaces

Is there a system in place to ensure regular cleaning is undertaken?	No
– Notes Cleaning roster to be implemented.	
Have you followed Achieve Australia's guidance for cleaning and disinfecting hard surfaces?	No
– Notes Will be sent to Leanne today via email .	
Is there are system in place to dispose of contaminated items?	No
– Notes I have advised to dedicate one bin for waste of all wipes etc.	

Inspection / Personal Protective Equipment (PPE) and Hand Hygiene

Does the Hand Sanitizer contain at least 60% alcohol content?	No
– Notes Alcohol free product SAFE T GUARD REFILLS.	

Process & Procedures

2 Failed

Are relevant Covid-19 updates posted on staff noticeboards? Or have they been provided via internal communications?	No
<p>– Notes</p> <p>Only have hand washing posters on display.</p>	
Is there a system in place to ensure social distancing is supported?	No
<p>– Notes</p> <p>Not at this stage, but Leanne has been advised to mark areas on floor with X and limit people to one per table.</p>	
Have Supervisors been adequately trained on the implications of Covid-19?	Yes
Do staff complete the sign in declaration form on arrival each day?	Yes
Have staff members and families (if appropriate) been provided with information about ways to prevent the spread of infection?	Yes
Are your staff members aware of the symptoms of Covid-19?	Yes
<p>– Notes</p> <p>Achievers COVID-19 poster on symptoms on display .</p>	
Are any staff members considered "vulnerable" as defined by the NSW Government?	Yes
<p>– Notes</p> <p>All vulnerable people have already been advised to stay at home for a further two weeks at this time.</p>	
<p>Symptoms of Covid-19:</p> <p>The main symptoms to look out for are:</p> <ol style="list-style-type: none"> 1. A cough, sore throat, sneezing 2. A high temperature (38 degrees or higher) 3. A shortness of breath 	

Cleaning and Disinfecting Surfaces

3 Failed

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?	Yes
<p>– Notes</p> <p>Leanne has been provided with cleaning wipes to be used throughout the day and powder bleach to be used in the work area and kitchen area at the end of each day.</p>	

Is there a system in place to ensure regular cleaning is undertaken?	No
<p>– Notes</p> <p>Cleaning roster to be implemented.</p>	
<p>You should ensure that common surfaces such as desks, tables, doorknobs, handles and light switches are regularly disinfected</p>	
Have you followed Achieve Australia's guidance for cleaning and disinfecting hard surfaces?	No
<p>– Notes</p> <p>Will be sent to Leanne today via email .</p>	
<p>For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.</p>	
<p>Diluted household bleach solutions can be used on hard, non-porous surfaces. Ensure proper ventilation.</p> <p>Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water</p>	
Are regular deep cleans scheduled?	Yes
<p>– Notes</p> <p>One is being undertaken tomorrow Tuesday 28th April . I have advised Leanne to schedule this on a fortnightly basis for the time being .</p>	
<p>It is recommended that regular scheduled deep cleaning be conducted to ensure that the work environment remains free from contamination.</p>	
Is there are system in place to dispose of contaminated items?	No
<p>– Notes</p> <p>I have advised to dedicate one bin for waste of all wipes etc.</p>	
<p>If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.</p> <p>Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.</p> <p>Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.</p>	

Personal Protective Equipment (PPE) and Hand Hygiene

1 Failed

Are staff members following Achieve Australia's recommended hand washing protocol?	Yes
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<p>Handwashing on a regular basis. Follow these five steps every time.</p> <ol style="list-style-type: none"> 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice. 4. Rinse your hands well under clean, running water. 5. Dry your hands using a clean towel or air dry them. 	
Are staff members wearing disposable gloves for all tasks in the cleaning process, including handling waste?	Yes
<p>Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.</p> <p>Staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.</p>	
Are staff members following normal preventive actions while at work including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands?	Yes
Is there readily available access to Hand Sanitizer for all staff members?	Yes
Does the Hand Sanitizer contain at least 60% alcohol content?	No
<p>– Notes</p> <p>Alcohol free product SAFE T GUARD REFILLS.</p>	
<p>An alcohol-based hand sanitizer that contains 60%-95% alcohol should be used. However, if hands are visibly dirty, always wash hands with soap and water.</p>	

Comments and Sign-off

Any comments or issues to report?	Yes
<p>– Notes</p> <p>Some minor changes need to be introduced as specified in this report.</p>	
<p>Add comments or issues here:</p> <p>Brakes to be staggered and limited to 5 people at a time. Workbench to be limited to 3 people and smaller tables to be limited to one person . Wipes to be used to clean contact surfaces throughout the day . Bleach to be used to mop packing area, clean rooms, office & lunch area daily. Marking's on floor to indicate appropriate social distancing of 1.5m Supported employee training to be used as refresher discussions in daily toolbox talk.</p>	
Has the risks of COVID 19 contamination been minimised to a sufficient level to allow for small numbers of staff to commence work?	Safe
<p>– Notes</p> <p>Consider to be SAFE For up to 20 employees/staff.</p>	

Name & Signature



Oliver Grether

27th Apr, 2020 10:03 AM AEST