

This SWOP outlines the Metcash safe and approved work method for the safe disposal of biological waste on a Metcash Site.

Key Hazards



- Biological fluids / communicable disease / pathogens (e.g. virus/bacteria)
- Volumes of fluid left on surfaces can become a slip hazard
- Sharps / Needle stick

Key Identified Controls

- *Trained and accredited First Aid Officers administering first aid*
- *PPE – Nitrile Gloves etc*
- *Provision of first aid rooms/facilities*
- *Provision of appropriate waste disposal bins/ Onsite spill kits*
- *Dedicated cleaners providing regular cleaning services*
- *Ability to engage specialist cleaning services as required*

PRIORITY ITEMS

- *The appropriate number of first aider officers (FAOs) for the site population should be identified per the site's first aid risk assessment*
- *Each site should have an appropriate biological hazards disposal bin and regular cleaning services.*
- Team members and contractors who are appointed FAOs or officially cleaning duties within their position description, may be offered immunisations per the relevant AS/NZS or legislation.
- *The FAOs must be provided the appropriate training and ensure their accreditation is current*
- *The appropriate type of First Aid Kits should be identified and provided per the site population requirements identified by the relevant AS/NZS*
- *FAOs should provide first aid where possible in the designated first aid room using appropriate PPE*
- *Any medical waste should be disposed of only in the appropriate bins to avoid cross contamination*
- *All incidents are reported.*

SAFE WORK OPERATING INSTRUCTIONS

First Aid Situations

1. First Aid should be provided by a qualified first aid officer (FAO) where possible
2. The First Aid Officer (FAO) should use the appropriate PPE such as gloves and face shields when administering first aid, especially in situations where bodily fluid may be evident or have the potential to leave the body and make contact with another person (eg. Lacerations, abrasions, burns or vomiting)
3. The FAO should dispose of all items used to provide first aid treatment that have come into contact with bodily fluids in the medical waste disposal containers and do so whilst still using the appropriate PPE.
 - 3.1. Items should not be forced into the container especially if it is full.
 - 3.2. The container should be properly closed and/or locked to prevent contamination.
4. Where bodily substances have made contact with surfaces such as floors, equipment, walls etc, the FAO should notify the Site Manager (or delegate) to arrange appropriate personnel (such as the cleaning company) to clean the area.

PHOTOS/DIAGRAMS



Figure 1: Example of a medical waste disposal container

- The area should be cordoned off and access restricted to minimise contamination by containing the area of exposure until the cleaner arrives. - Products used to clean the area should be disposed into medical waste disposal containers.	
Drug and Alcohol Testing (NB: onsite testing is limited to saliva testing.) - Drug and alcohol testing on a Metcash site should only be conducted by an appropriately trained and accredited person. - Where the testing is outsourced, the appointed Metcash provider will be responsible for the disposal of items that have made contact with bodily substances (i.e. saliva). - Where the testing is conducted by a Metcash team member, the test should be conducted with the appropriate PPE (e.g. gloves). - Disposal of items required to undertake the drug and alcohol tests should be disposed in the onsite medical waste disposal containers or in a manner that ensures communicable disease is not spread.	
Metcash Workplaces (Communal areas and toilets) - Cleaning should start as soon as possible after an incident involving blood or body fluid. Cleaners should wear disposable gloves when cleaning spills. Where required eye protection, plastic aprons and masks should be worn. - Surfaces contaminated with blood or body substances should be wiped with paper toweling and cleaned with warm soapy water. - Notify the nominated medical waste disposal service provider to remove any full medical waste containers. - This includes sanitary bins and medical waste disposal containers. - Where a team member sees an item that has come into contact with bodily substances, they are to report this to their supervisor immediately who is to ensure that the site cleaner/ medical waste disposal service provider is contacted as soon as possible to clean and dispose of the hazard. - The team member should not touch the hazard and cordon the area until it is able to be cleaned appropriately.	
Metcash Workplace – Stores - Appropriate PPE should be used when undertaking general cleaning as recommended by the cleaning chemical safety data sheet. - Where a team member sees/suspects an item that has come into contact with bodily substances, they are to report this to their supervisor immediately who is to ensure that the site cleaner/ medical waste disposal service provider is contacted as soon as possible to clean and dispose of the hazard in the appropriate bin. The appropriate PPE such as gloves/tong should be used. - The team member should not touch the hazard and cordon the area until it is able to be cleaned appropriately.	

Associated Documents

- AS/NZS 3816:1998
- Model Code of Practice: First Aid in the Workplace
- SHE-G-C02 Metcash SHE Policy
- SHE-G-C04 Contractor Management Policy
- SHE-GP Injury Management and Rehabilitation Protocol
- SHE-GP First Aid Arrangements
- SHE-GS Fitness for Work Standard
- SHE-GP Drugs & Alcohol
- SHE GT: Biological Waste Disposal Risk Assessment