



1.14 Infection Control Policy and Procedure

Policy and Procedure

The Infection Control Policy and Procedure are implemented throughout Positive Pathways Services, to ensure all potential risks of disease and infections are eliminated from all relevant personnel and participants.

Positive Pathways Services will establish and utilise various protocols and measurements to minimise the possibility of infectious diseases circulating within Positive Pathways Services that may affect participants, workers and visitors.

Positive Pathways Services strives to provide an adequate facility, in which all individuals are safe, healthy and content. The Infection Control Policy and Procedure should be read in concurrence with Positive Pathways Services' Occupational Health and Safety Policy and Procedure.

This extends to all workers and meets the relevant laws and regulations and standards.

Definitions

Infection	The process of infecting or the state of being infected.
Notifiable Disease	Notifiable disease, any of various health conditions that upon detection are required to be reported to public health authorities. For certain diseases, namely those of an infectious nature, mandatory disease reporting plays a critical role in preventing and controlling the spread of disease in populations.
Airborne	Transported by air.
Hygiene	Conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness.
Transmission	The action or process of transmitting something or the state of being transmitted.

Policy

Positive Pathways Services acknowledges that establishing measurements to reduce any form of potential risks is significant. The Infection Control Policy specifies how Positive Pathways Services controls situations of infection and provides an understanding of the main aspects.

Droplet, airborne and bloodborne are significant ways of virus transmission and contamination. Transmission of infections may also occur using materials such as contaminated food, water, medicines and products, or with appliances and equipment. That is why efficient infection control is



crucial to delivering excellent assistance for participants and a safe working atmosphere for Positive Pathways Services' workers and visitors.

It is considered that there are three principal components of infection. The first component being that infection control assist in the prevention of contagious organisms being transmitted and manages infections if they arise. The second component is an infectious virus. An infectious virus are biological agents which can trigger their host's disease or illness. The final component of infection is an infectious disease. Infectious diseases are caused by pathogenic microorganisms, such as fungi, parasites and bacteria. How an infectious disease can be transmitted from one individual to another is through touching and bodily fluid transmission.

Workers Responsibilities –

Workers of Positive Pathways Services are to adhere, comply and implement the standards and protocols of the Infection Control Policy and Procedure. They are also responsible for ensuring that participants are utilising disposable tissues where deemed necessary. They should ensure that all surfaces and areas are monitored and frequently attended to and cleaned.

Management Responsibilities –

Management maintains accordance with the Infection Control Policy and Procedures, establishes and implements infection control services, and guarantees successful implementation and enforcement to policy. Management will utilise Positive Pathways Services' Continuous Improvement Plan annually to review and assess the performance of Positive Pathways Services.

CEO/Director Responsibilities –

It is the CEO/ Director's responsibility to implement the Infection Control policy and procedure and guarantee that all participants comply with the policy.

Procedure

Positive Pathways Services adopts the Infection Control Procedure to ensure that all elements of infection are eliminated within Positive Pathways Services.

All the correct protocols must be adhered to by all personnel. The health, safety and well-being of Positive Pathways Services' participants, workers and volunteers are a priority. It is significant if any worker of Positive Pathways Services' becomes absent when suffering from sickness and disease.



Positive Pathways Services is also required to remain vigilant to any diseases, as many diseases or infections are Notifiable diseases. Any found Notifiable diseases are required to be disclosed and mentioned to the Health Department.

As a precaution, any worker, Manager or volunteer of Positive Pathways Services with a notifiable disease shall not undertake work until their doctor advises them that it is safe to do so. If any staff/worker, members or CEO/Director have any infectious viruses/diseases (such as the flu or common cold) is required to remove themselves from the workplace until they have been examined and cleared by a doctor.

This means they are required to provide an electronic and hard copy of a medical/doctors certificate to the CEO/Director before commencing employment.

Standard Provisions

Many various standard provisions should be adhered to regarding infection control. All of Positive Pathways Services personnel must be following the standard provisions that are established to minimise any potential risk of infection or disease. It is significantly important that all workers utilise and implement the standard provisions in the event they have come into contact with blood or body fluids. Workers must maintain the hygiene, sanitation and cleanliness of all surfaces and areas of Positive Pathways Services. This is to ensure that all areas that will be utilised by any individual are not at risk of infection or disease.

It is expected that the workers of Positive Pathways Services, must wear Personal Protective Clothing and Equipment (PPE). PPE is equipment or clothing that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, gown or apron, facemasks and enclosed footwear. It also includes respiratory protective equipment (RPE).

Where workers are conducting duties and tasks such as cleaning equipment, managing chemicals and foods that may have potentially become contaminated with body fluid, then PPE should be maintained. The form of PPE Disposable latex gloves should be utilised when performing the mentioned above tasks.

In the circumstance where a participant is displaying signs and symptoms of respiratory infection, it is significantly important that all personnel adhered to respiratory hygiene and cough etiquette. Various aspects are involved when handling situations of respiratory infections. The first measurement that should be taken is to ensure that all participants are utilising a disposable tissue. It is important to ensure that the disposable tissue is utilised as single-use only and to be disposed of immediately after use. By only allowing participants to only use a single disposable tissue, will assist in the control of spreading respiratory infections. In the event a participant is unable to access a disposable tissue when needing to sneeze or cough, then they must do so with their inner elbow. This will ensure that any airborne saliva or other body fluids have not contaminated the environment. As well as ensuring that tissues are utilised when sneezing and coughing, hand hygiene must be taught to participants as an additional method of infection control. Positive Pathways



Services' workers are to create awareness and understanding to participants of these measures, that should be adhered to when controlling potential or present respiratory infections.

Where a participant is experiencing present or potential infectious disease, then Positive Pathways Services' workers must ensure they are complying with the correct and relevant standard provisions. It is important that they adhere to the standard provisions when they have come into contact with bodily substances, used equipment and supplies. Items such as bed linen and contaminated surfaces must be thoroughly sanitised and cleaned after every use. Workers of Positive Pathways Services are expected to maintain their hand hygiene frequently and must perform a 30-second hand wash. A 30-second hand wash must be conducted when a worker has come into contact with:

- a participant
- before and after they have eaten
- after utilising the restroom
- using gloves of any kind.

Participant Centred Approaches & Good Practices

Positive Pathways Services promotes participant encouragement for participation within infection control. This is done by multiple steps which include:

1.	Positive Pathways Services offers participants with opportunities to recognise and discuss risks which allows participants to use feedback through the services feedback, compliments and complaint procedures.
2.	Positive Pathways Services will advise participants about the protocols for safeguarding their privacy and confidentiality
3.	Positive Pathways Services will inform participants about Positive Pathways Services' methods of infection control and advise participants to report their health or risk condition where there is a possible source of infection.
4.	Positive Pathways Services will provide educational content using a range of flyers, posters and informative videos on prevention and control of infections.
5.	Positive Pathways Services must consider participant feedback when implementing policies and services.

When conducting any routine surface cleaning of Positive Pathways Services, certain protocols are established. The first measure of routine surface cleaning is to ensure that surfaces are thoroughly cleaned and have disinfectant applied, before and after they are used and when they are noticeably dirty. The flooring of Positive Pathways Services should be cleaned daily or as required with a vacuum cleaner/mop. It is essential that all leaks and spills should be immediately attended and dealt with, and have been provided with the appropriate signage, to ensure there is no risk of slip, trips or falls.

Positive Pathways Services acknowledges that other factors should be taken into consideration when controlling infections. Although physical transmission between people is deemed to be the primary



way in which an individual may become affected by infection or disease, environmental surfaces contribute a minor role. It is significantly important that all surface and areas of Positive Pathways Services are thoroughly and constantly being attended to. By maintaining a clean and hygienic environment, it will support the minimisation of spreading infection or disease. When conducting the task of routine cleaning, it is recommended that warm water and washing detergent is utilised. Where a worker is required to conduct cleaning tasks on surfaces, then a disinfectant is to be used and must be in accordance with the manufacturer's instructions. Another measurement to reduce risks of infection throughout surfaces is to wash all mops and buckets with detergent. Once they have been cleaned, they must be thoroughly cleaned and dried and are stored away. It is encouraged that Positive Pathways Services establishes and implements a maintenance and cleaning schedule, to ensure all areas and surfaces are attended to and are thoroughly cleaned.

Documentation

Like all incidents and occurrences that may arise concerning infection and infection control, it must be made aware to authorised personnel of Positive Pathways Services. Positive Pathways Services will be required to document and retain any incidents abiding with the Incident Management Policy and Procedure. All infections will be reported and recorded to authorised personnel who will ensure all workers are made aware. This is to ensure that all workers, participants and other relevant personnel are taking the correct measurements when dealing with the situation and remain healthy and safe where possible.

Supporting Documents

Documents relevant to this policy and procedure include:

- Incident Management Policy and Procedure
- Occupational Health and Safety Improvement Register
- Occupational Health and Safety Policy and Procedure

Positive Pathways Services can occasionally adjust these policies and procedures to enhance the efficiency of its operation. Typically speaking, this entire policy should be checked every year in conjunction with participants who use the service, their families, caregivers and workers.

Policy Review

Positive Pathways Services may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. Generally, this entire policy will be reviewed in consultation with people using the service, their families and carers and workers every year.



All service planning, delivery and evaluation activities will include workers, participants and other stakeholders and their feedback.

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