

Pro_ 332	Standard Operating Procedure –Linen Management
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Record of SOP development

Version	Date approved	Date for review
2022/1	November 2022	November 2024

Responsibilities and delegations

This procedure applies to	CEO, managers and supervisors, workers (<i>inclusive of volunteers</i>).
Procedure approval	Quality & Risk Committee

Policy context – this policy relates to:

Standards	<ul style="list-style-type: none"> • AS/NZS ISO 45001:2018 Occupational health and safety management systems-Requirements with guidance for use • National Standards for Disability Services 2013
Legislation	<ul style="list-style-type: none"> • Queensland Work Health and Safety Act 2011 -Queensland Regulations • Code of Practice - Hazardous manual tasks 2021 • Fair Work Act (2009) • Disability Discrimination Act (1992) • National Disability Insurance Scheme Act 2013
Organisation policies	<ul style="list-style-type: none"> • WHS Policy • WHS Responsibilities • WHS Risk Management • Code of Conduct
Forms, record keeping, other documents	<ul style="list-style-type: none"> • General Risk Assessment • Client Risk Assessment • Risk Register

1. PURPOSE

The purpose of this document is to outline the procedure for linen management where applicable at Life Choice SIL Homes. An adequate laundry procedure must be available in order to provide care that is both safe for staff and participants. Therefore, when handling soiled, fouled or infected linen, it is essential that care is taken to prevent the spread of infection. All linen used should be washed appropriately ensuring the correct temperature is achieved to destroy micro-organisms.

2. DEFINITIONS

For the purposes of this document, **‘linen’** means all reusable textile items requiring cleaning/disinfection via laundry processing including:

- Bed linen: blankets, doona's, doona covers, pillows, pillowcases and sheets
- Hoist slings
- Linen throws
- Participant's clothing
- Slide sheets
- Towels
- Kylies

Soiled and fouled linen and clothing

This definition applies to all used linen and linen which may be contaminated by body fluids or blood.

3. PROCEDURE

All dirty linen should be handled with care and attention paid to the potential spread of infection. Staff must not be put at risk during the handling, disposal and transportation of dirty linen. Staff should ensure cuts and grazes are covered with a waterproof plaster when handling all linen.

1. Have all **PPE** available and ready- gloves, mask, eye wear / face shield & apron. **(collect items from the office if needed).**
2. Remove soiled items to the laundry.
3. Rinse soiled items in the laundry tub, removing all faecal matter.
4. Soak soiled items in laundry tub or large nappy bucket using hospital grade sanitizer only. **(Follow the instructions on the hospital grade sanitizer, do not use more than necessary, as per participant cost.)**
Example – Soak in tub or bucket before going to church on Sunday, then rinse in laundry tub and wash in hot water when you return to the house. This prevents the items from becoming stained and smelling.
5. Prior to washing soiled items, rinse under water, then place in machine and wash in hot water.
6. Where possible (**weather permitted**) hang washed items on clothesline to air dry with natural breeze and sunlight. Limit use of dryer to pillows only.
7. Remove all PPE and dispose of correctly.

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