

Infection Control Policy

Record of Procedure Development

Version	Date approved	Date of last review	Date for next review
3.0	August 2026	July 2026	June 2028

Policy Context – this policy relates to:

Organisation related policy Organisation related procedure	• Provision of Supports • Risk Management • Workplace Health and Safety
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POLICY STATEMENT

Effective infection control provides excellent customer service and a secure work environment for CCWA staff (workers, contractors, board members, volunteers, students), and guests. The most susceptible hosts and most likely sources of infectious carriers are workers and clients.

The three basic ways that infectious agents spread are through airborne, droplet, and contact, including bloodborne. Other potential avenues of infection transmission include tainted food, drink, medicine, equipment, or technology. Infection control is not an extra set of procedures but a vital part of supporting the clients.

The rights of clients are always upheld; they participate in the decision-making process regarding their assistance and have access to information to take part in the risk reduction of infectious disease transmission.

SCOPE

The management of CCWA, all staff, and the company's operated locations are subject to this policy and its procedures.

PURPOSE OF THE POLICY

This policy aims to reduce the potential risks of infection transmission among CCWA staff and guests. Regardless of perceived danger, standard precautions at work mandate that everyone consider that all bodily fluids, including blood, could be sources of infection.

DEFINITION OF TERMS

- Infection - requires three main elements: infectious agent source, transmission mode, and a susceptible host.
- Infection control - preventing the transmission of infectious organisms and managing infections if they occur.
- Infectious agents - biological agents that cause disease or illness in their hosts.

- **Contact transmission** - occurs when an infectious agent is transferred by hand, bodily fluids, or blood.
- **Direct contact transmission** - the spread of infectious agents directly from one person to another; e.g., a client's blood gets into a healthcare provider's body through an open wound.
- **Indirect contact transmission** - a staff member touching a client's sick body location without washing their hands before touching another person.

PROCEDURES

Risk Management

- Infection hazards are routinely evaluated, recognized, and controlled.
- Staff are trained on infection control procedures, and risk reduction safeguards.
- Support workers are given access to the infection control policies and procedures.
- Keep all records of infection control operations, e.g., client education, infection control training, and the use of personal protective equipment (PPE).

Risk Infection Assessment

- The control of potential risks and infection is identified along with, frequency of exposure, training and knowledge level, controls, environment, and worker experience. All new and current workers must attend the annual basics of infection prevention training.
- Support workers are guided and informed about new and developing trends in infectious diseases and threats.
- Clients will regularly receive guidance and instructions on infection prevention.

Reaction to Potential Infection

- To lessen the impact of possible infectious bodily fluids coming from contact with an infected person, staff will immediately take hygiene actions, including first aid and evaluation at a medical facility.
- The incident will be reported to a supervisor as soon as feasible and fill out an Incident Report Form.

Hand Care and Hand Washing

- Hand hygiene and cleaning are the most crucial steps in infection prevention. Water-resistant dressings will be applied to cuts and abrasions on exposed skin and changed as needed.
- Hands must be washed and dried before and after direct contact and after removing gloves. Follow the Hand Hygiene practices displayed at each work site, washing hands with soap or a cleaning solution covering all surfaces, for 20 seconds at the minimum.

Protective Barriers

- The use of protective gloves is required when handling bodily fluids and blood staff must to wear PPE: eye shields, gloves, aprons, and masks.
- Wearing general-purpose utility gloves is recommended for housekeeping duties such as handling chemical disinfectants and cleaning clinical instruments.
- Utility gloves that have been peeled, torn, pierced, or show other signs of wear and tear will be discarded.

Needles and Sharps

- Extra caution must be used when cleaning sharp objects and using or discarding sharps (needles) to avoid accidents. Sharps must not be transferred from one person to another unless , all sharps will be placed directly into the appropriate sharps disposal container without inserting fingers to the inside of the container.
- Needles must not be re-sheathed prior to disposal or taken out of disposable syringes for disposal.
- Sharps containers will be kept out of children's reach and guests reach and as close as is practicable to the consumer care area. The biohazard mark should be prominently displayed on containers, and they must never be overfilled.

Quarantine

All staff and clients with contagious illnesses are asked to not attend CCWA property and grounds and report their illness to their Team Leader.

Notifiable Diseases

If there is a foodborne illness epidemic involving two or more connected cases of gastroenteritis, CCWA will notify the appropriate authorities.

REFERENCES

NDIS Corrective Action Policy V1.0-May 2022:<https://www.ndiscommission.gov.au>