

Body Fluid Spill Clean-Up Procedure

SAMPLE

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Purpose

This Body Fluid Spill Clean-Up Procedure sets out the minimum Work Health and Safety (WHS) requirements for safely managing and cleaning up spills of blood and other body substances in all workplaces operated or controlled by [Company Name].

The procedure aims to:

- Prevent exposure to blood-borne and other infectious diseases.
- Provide clear, step-by-step instructions for safe clean-up and disposal.
- Support compliance with WHS legislation, infection prevention guidelines and relevant industry standards.
- Protect workers, clients, residents, customers, contractors and visitors from health risks.

This document is particularly relevant to disability and aged care services, commercial cleaning operations, and hospitality and events venues where workers may reasonably anticipate encountering body fluid spills.

Scope

This procedure applies to all:

- Workers (including employees, contractors, labour hire, students and volunteers) engaged by [Company Name].
- Workplaces and work activities under the management or control of [Company Name], including client homes, residential facilities, commercial premises, hospitality venues and event sites.

Incidents involving actual or suspected spills of:

- Blood
- Faeces
- Urine
- Vomit
- Saliva (when visibly contaminated with blood or in high-risk clinical situations)
- Other body substances that may pose an infection risk

This procedure does not cover large-scale sewage spills or chemical spills, which must be managed under separate emergency and hazardous substances procedures.

Definitions

Term	Definition

Term	Definition

Body Fluids

For the purposes of this procedure, body fluids include blood and other body substances that may contain infectious agents capable of causing disease in humans.

Standard Precautions

Standard Precautions are a set of infection prevention practices used to reduce the risk of transmission of microorganisms. They are applied to all blood and body substances, regardless of whether they are known to contain infectious agents.

They include:

- Hand hygiene
- Use of personal protective equipment (PPE)
- Safe handling and disposal of sharps and clinical waste
- Environmental cleaning and spill management

Personal Protective Equipment (PPE)

PPE refers to clothing and equipment worn by workers to minimise exposure to hazards that cause serious workplace injuries and illnesses. For body fluid spill clean-up, PPE may include disposable gloves, fluid-resistant gowns or aprons, eye protection, mask, and shoe covers.

Potentially Infectious Material

Any blood or body substance that may contain pathogens such as hepatitis B, hepatitis C, HIV, norovirus, rotavirus, or other infectious microorganisms.

Roles and Responsibilities

Officers and Senior Management

Officers and senior managers of [Company Name] must exercise due diligence to ensure that appropriate resources, systems and processes are in place to manage the risks associated with body fluid spills, including:

- Providing adequate spill kits, PPE and disinfectants at relevant sites.
- Ensuring this procedure is implemented, communicated and reviewed.
- Allocating budget for training, equipment and waste disposal arrangements.
- Monitoring WHS performance and incident trends relating to body fluid exposure.

Managers and Supervisors

Managers and supervisors are responsible for implementing this procedure in their areas of control by:

- Ensuring workers are trained and competent in body fluid spill response.
- Confirming that spill kits are available, fully stocked and accessible.
- Ensuring workers understand how to escalate incidents and report exposures.
- Verifying that cleaning contractors understand and follow this procedure.
- Conducting or arranging risk assessments for work activities with higher likelihood of body fluid exposure (e.g. personal care in aged care, toilet cleaning in shopping centres, bar and bathroom cleaning in hospitality venues).

Workers

All workers must:

- Follow this procedure whenever they identify or are notified of a body fluid spill.
- Use appropriate PPE and equipment provided by [Company Name].
- Immediately report any exposure incidents, near misses or concerns to their supervisor.
- Not eat, drink or smoke in areas where body fluid spills are being cleaned.
- Participate in training and refresher sessions.
- Refuse to undertake clean-up if they do not have the required PPE or equipment, and escalate to their supervisor.

Contractors (Including Commercial Cleaners)

Contractors engaged to provide cleaning or waste services must:

- Comply with this procedure and any site-specific instructions.
- Provide evidence of worker training in infection prevention and spill management when requested.
- Ensure their own Safe Work Method Statements (SWMS) or procedures align with [Company Name] requirements and WHS legislation.

Visitors, Clients and Residents

Visitors, clients and residents are not to be involved in spill clean-up. They must:

- Avoid contaminated areas and follow directions from staff.
- Notify staff promptly if they observe a spill or contamination.