

Infection Control and Hygiene Policy

SAMPLE

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Purpose

The purpose of this Infection Control and Hygiene Policy is to establish clear requirements, controls and responsibilities to prevent and manage the spread of infectious diseases in all workplaces operated by [Company Name]. This policy supports [Company Name]'s duty of care under Australian work health and safety (WHS) legislation to provide, so far as is reasonably practicable, a safe and healthy work environment for workers, clients, customers, contractors and visitors.

This policy applies to all work activities undertaken by [Company Name] in the following sectors:

- Disability and aged care services (including in-home and residential care)
- Commercial cleaning services
- Hospitality and events (including catering and venues)
- Retail and wholesale operations (including warehousing and customer-facing roles)

Scope

This policy applies to:

- All workers including employees, contractors, labour hire workers, volunteers, students and work experience participants
- All locations where work is carried out, including client homes, residential care facilities, retail stores, warehouses, hospitality venues, offices, vehicles and temporary event sites
- All tasks where there is a reasonably foreseeable risk of exposure to infectious agents, including but not limited to blood and body substances, respiratory droplets, contaminated surfaces, food and shared equipment

This policy covers:

- Infection prevention and control measures
- Standard and transmission-based precautions
- Hand hygiene and respiratory etiquette
- Cleaning, disinfection and waste management
- Personal protective equipment (PPE)
- Management of infectious diseases and outbreaks
- Vaccination and health monitoring
- Training, supervision and consultation

Definitions

Key Terms

Infection control: Measures taken to prevent and manage the spread of infectious agents from one person or environment to another.

Standard precautions: The basic level of infection prevention and control applied to all work activities, regardless of suspected or confirmed infection status. Includes hand hygiene, respiratory etiquette, safe handling of blood and body substances, use of PPE, cleaning and waste management.

Transmission-based precautions: Additional infection control measures used when standard precautions alone are not sufficient to prevent transmission of specific infectious agents (e.g. contact, droplet or airborne precautions).

PPE (Personal Protective Equipment): Clothing or equipment worn to minimise exposure to hazards, including gloves, masks, respirators, gowns, aprons, eye protection and face shields.

Infectious disease: A disease caused by pathogenic microorganisms such as bacteria, viruses, parasites or fungi that can be spread directly or indirectly, from one person to another.

Reasonably practicable: What is reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters, including likelihood, degree of harm, knowledge of the hazard, available ways of eliminating or minimising risk, and the cost of those ways.

Worker: Any person who carries out work in any capacity for [Company Name], including employees, contractors, subcontractors, labour hire workers, apprentices, trainees, volunteers and work experience students.

Legislative and Standards Framework

[Company Name] will manage infection control and hygiene in accordance with relevant Australian legislation, codes and guidance, including (as applicable in each jurisdiction):

- Work Health and Safety Act and Regulations (Commonwealth and relevant State/Territory)
- Model Code of Practice: Managing the Work Environment and Facilities
- Model Code of Practice: How to Manage Work Health and Safety Risks
- Australian Guidelines for the Prevention and Control of Infection in Healthcare and Community Settings (current edition)
- Food Standards Code (for hospitality, events, retail food and wholesale food operations)
- Aged care and disability quality standards and guidelines
- Public health directions and orders issued by relevant health departments

[Company Name] will monitor changes in legislation and public health advice and review this policy as required to maintain WHS compliance.

Roles and Responsibilities

Officers and Senior Management

Officers and senior managers of [Company Name] must exercise due diligence to ensure that appropriate infection control and hygiene systems are in place. This includes:

- Ensuring adequate resources (time, money, equipment, staff) are allocated to implement this policy
- Approving infection control procedures, plans and risk assessments
- Ensuring effective reporting, consultation and review mechanisms are in place
- Monitoring infection control performance and responding to identified deficiencies

Managers and Supervisors

Managers and supervisors are responsible for implementing this policy in their areas of control. They must:

- Identify infection hazards and conduct risk assessments for tasks and locations
- Implement and monitor appropriate control measures (engineering, administrative and PPE)
- Ensure workers have access to suitable facilities (handwashing, waste disposal, cleaning supplies)
- Ensure workers receive appropriate training, instruction and supervision
- Enforce infection control procedures and address non-compliance promptly
- Liaise with WHS representatives and workers regarding infection risks and controls
- Notify senior management of suspected or confirmed outbreaks or serious incidents

Workers

All workers of [Company Name] must:

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions
- Follow this policy and associated infection control procedures and instructions
- Practise effective hand hygiene and respiratory etiquette
- Use PPE as directed and in accordance with training