

First Aid

Code: ANCMF-AU-TH-FA-01 • Facility: Transportation Hub • Frequency: daily

Scope of Work

- Dust all surfaces including benches, shelves, and equipment.
- Sanitise all high-touch areas such as door handles, light switches, and taps.
- Clean and sanitise all medical equipment surfaces.
- Empty and sanitise rubbish bins.
- Mop floors with a disinfectant solution.
- Ensure all cleaning is performed using a colour-coded system to prevent cross-contamination.
- Check and refill hand sanitiser dispensers.
- Ensure all cleaning products are stored safely and securely.

Method

1. Begin by donning appropriate personal protective equipment (PPE) as per Australian health guidelines.
2. Use a microfibre cloth to dust all surfaces, starting from the highest point and working downwards.
3. Apply a hospital-grade disinfectant to all high-touch surfaces and allow the appropriate dwell time before wiping clean.
4. Use a separate cloth for each area to prevent cross-contamination, following the colour-coded system.
5. Empty rubbish bins, replace liners, and sanitise the bin interior and exterior.
6. Mop the floor using a disinfectant solution, ensuring no pooling of water occurs.
7. Check hand sanitiser dispensers and refill as necessary.
8. Inspect the area to ensure all tasks are completed to the required standard.

Equipment

- Microfibre cloths (colour-coded)
- Hospital-grade disinfectant
- Floor mop and bucket
- Rubbish bin liners
- Personal protective equipment (PPE)
- Hand sanitiser refills

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and marks. No odours present. High-touch areas are sanitised and dry. Floors are spotless with no residue or water pooling. Rubbish bins are empty and sanitised. Hand sanitiser dispensers are full.
Good	Surfaces are mostly clean with minimal dust. No strong odours. High-touch areas are sanitised. Floors are clean with minimal residue. Rubbish bins are empty but may have minor marks. Hand sanitiser dispensers are mostly full.
Pass	Surfaces have some dust or marks. Mild odours may be present. High-touch areas are mostly sanitised. Floors have some residue. Rubbish bins are emptied but not sanitised. Hand sanitiser dispensers are low.
Fail	Surfaces are dusty or marked. Strong odours present. High-touch areas are not sanitised. Floors are dirty or have water pooling. Rubbish bins are full or unsanitised. Hand sanitiser dispensers are empty.