

Australian Capital Territory

Corrections Management (Cleaning and Hygiene) Policy 2009

Notifiable instrument NI2009-121

made under the

***Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)**

1 Name of instrument

This instrument is the *Corrections Management (Cleaning and Hygiene) Policy 2009*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

CLEANING AND HYGIENE POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
25 March 2009



Alexander Maconochie Centre (AMC)

CLEANING AND HYGIENE POLICY



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Purpose

To outline the policy in ensuring that high standards of hygiene and cleanliness are established and maintained in the AMC and to provide for a safe and healthy environment for prisoners, visitors and staff.

Authority

Legislation

Corrections Management Act 2007, section 14.

Policy

Principles

All prisoners are responsible for their personal hygiene which is expected to be of a high standard. Prisoners are required to keep their own cell/room clean and tidy. All prisoners will be provided with the necessary equipment to maintain required standards of cleanliness.

During the induction process, all prisoners will receive information on personal hygiene. This will provide basic health awareness with details of the standards expected by them. A requirement of a prisoner’s classification progression is the continual maintaining of personal hygiene standards.

In cell blocks, prisoners will be appointed as ‘Unit Cleaners’. These prisoners are responsible for the cleanliness of the common areas.

Staff members who are responsible for either unit cleaners and/or prisoners in accommodation units will:

- lead by example (by ensuring that work areas reflect the expected standards);
- inspect all cells daily, ensuring the required standard are being maintained;
- address any non-conformance;
- ensure unit cleaners complete all duties as per the cleaning schedule and to agreed standards;

- not accept poor performance. Accommodation staff are to discuss any reasons for poor performance; and
- ensure the storage, issue and use of cleaning equipment is strictly monitored and all such equipment is maintained.

Accommodation areas

Corrections officers are responsible for the cleanliness of all parts of the accommodation units including exercise yards and entrance areas and for the general cleanliness and tidiness of the unit compound.

Prisoners are to have access to:

- hot water;
- toilet and wash basin; and
- clean towels and grooming equipment.

Kitchen/ Staff Dining Area

Responsibility for this area lies with the Food Services Manager.

Education/Programs

Assigned prisoners will be employed to carry out the cleaning duties in these areas. Corrections officers working in the areas will be responsible for ensuring that the required standards are adhered to.

Prison Grounds

Prisoners employed on the ground maintenance work crew will carry out cleaning/gardening duties for the main prison grounds. The Ground Maintenance Supervisor will be responsible for these areas.

Visits, Medical, Admissions

Prisoners will be assessed as suitable for working within these areas. Managers/Supervisors responsible for these areas will ensure that the required standards are adhered to.

Training/employment

Prisoners must have undertaken the required training prior to taking up skilled employment. A notation confirming this will be placed in the prisoner's case notes by the Manager responsible for the area.

Related policies and procedures

Prisoner Employment and Pay Policy