

Australian Capital Territory

# Corrections Management (Management of Blood and Bodily Fluid Spills) Operating Procedure 2018

Notifiable instrument NI2018-284

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

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## 1 Name of instrument

This instrument is the *Corrections Management (Management of Blood and Bodily Fluid Spills) Operating Procedure 2018*.

## 2 Commencement

This instrument commences on the day after its notification day.

## 3 Operating procedure

I make this operating procedure to facilitate the effective and efficient management of correctional services.

## 4 Revocation

This instrument revokes the *Corrections Management (Management of Blood Spills and Needle Stick Injury) Procedure 2014* [NI2014-79].

Jon Peach  
Executive Director  
ACT Corrective Services  
15 May 2018



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| <b>OPERATING PROCEDURE</b>     | <b>Management of Blood and Bodily Fluid Spills</b> |
| <b>OPERATING PROCEDURE NO.</b> | <b>1.1.27</b>                                      |
| <b>SCOPE</b>                   | <b>ACT Correctional Centres</b>                    |

## STATEMENT OF PURPOSE

To outline the procedure to be followed in the instance of a blood or bodily fluid spill.

## PROCEDURES

### 1. Management of blood and bodily fluid spills

- 1.1. The area where a blood or bodily fluid spill is discovered must be cordoned off and access to the area controlled and minimised.
- 1.2. If the blood spill is in relation to a scene of crime, it must not be cleaned until authorisation has been given to do so. The *Management of Evidence Operating Procedure* applies.
- 1.3. A suitability qualified detainee or subcontractor will be called to clean the area.
- 1.4. The area of the spill cannot be left unattended. An officer must be designated to control access to the area.
- 1.5. The spill must be reported in accordance with the *Incident Response Operating Procedure* and *Incident Reporting Operating Procedure*.

### 2. Cleaning

- 2.1. Blood and bodily fluid spills must be cleaned with spill kits, which are available in accommodation units.
- 2.2. The spill kit contains:
  - Gloves;
  - Mop
  - Bucket
  - Spill absorbent
  - Biohazard spill kit
  - Biohazard waste bags
  - Sharps container
  - Det sol disinfectant/granules/bottle
  - Wet floor sign
  - Disposable booties
  - Dissolvable laundry bags
  - Tongs (SCC only)The biohazard spill kit contains:
  - Super absorbent 1000ml
  - Protective gloves X 2
  - Antiseptic towelettes X 2

- Absorbent wipe
  - Disposable apron
  - Large disposable scoop and scraper
  - Face mask
  - Waste disposal bag
  - Instruction card
- 2.3. All equipment used that cannot be cleaned must be disposed of appropriately.
- 2.4. All cleaning waste must be treated as a biohazard and disposed of appropriately.

### **3. Exposure to blood and/or bodily fluids**

- 3.1. The person cleaning the spill must put on appropriate protective equipment before coming into contact with the blood or bodily fluid.
- 3.2. The person cleaning the spill must follow the instructions contained in the biohazard spill kit.
- 3.3. All clothing that has come into contact with bodily fluids must be disposed of appropriately.
- 3.4. Staff and detainees that come into contact with the area must wash their hands and any other affected area as soon as they exit the area.
- 3.5. If staff or detainee clothing has come into contact with blood or bodily fluids that clothing must be removed, destroyed and replaced.
- 3.6. If a visitor or other persons clothing has come into contact with blood or bodily fluids that person must be encouraged to dispose of the clothing.
- 3.7. Detainees who have come into contact with blood or bodily fluids must be referred to Justice Health Services as soon as practicable.
- 3.8. Other persons who have come into contact with blood or bodily fluids must be encouraged to seek medical attention as soon as practicable.
- 3.9. If an officer has come into contact with blood or bodily fluids, the Area Supervisor must arrange for that officer to go directly to the nearest medical centre.
- 3.10. If an officer or staff member has been injured they must complete a RISKMAN as soon as practicable, in accordance with the *Incident Reporting Operating Procedure*.

### **RELATED DOCUMENTS**

- Management of Evidence Operating Procedure
- Incident Reporting, Notification and Debrief Policy
- Incident Response Operating Procedure
- Incident Reporting Operating Procedure

### **RELATED FORMS**

- Incident Report
- RISKMAN

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Executive Director  
ACT Corrective Services  
15 May 2018

#### Document details

| Criteria                 | Details  |
|--------------------------|--|
| Document title:          | Corrections Management (Management of Blood and Bodily Fluid Spills) Operating Procedure 2018  |
| Document owner/approver: | Executive Director, ACT Corrective Services  |
| Date effective:          | The day after the notification date  |
| Review date:             | 3 years after the notification date  |
| Responsible Officer:     | Head of Security   |
| Compliance:              | This operating procedure reflects the requirements of the <i>Corrections Management (Policy and Operating Procedure Framework) Policy 2017</i> |
| Version 1                |  |