

	<b>ONE2ONE POLICY</b>			
	<b>Title</b>	Infection Control	<b>Policy No</b>	29
	<b>Indicator</b>	CM2 - Governance and Operational Management	<b>Review Date</b>	

### 1. PURPOSE AND SCOPE

The purpose of this policy is to minimise to the best of our ability, risks of harm to One2One employee, consumers, families, and visitors which may arise through passing infections between each other and shared environments.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

### 2. POLICY STATEMENT

One2One’s commitment to the reduction of infection control is carried out using the following systems:

- all employees, consumers and families have access to policies and procedures relating to infection control, occupational health and safety, and pandemic management
- all employees carry out Infection Control training issued by the Department of Health as a pre-requisite to employment with One2One
- records of infection control activities are kept, including infection control training undertaken and information provided to consumers and the use of personal protective equipment (PPE)
- relevant infection control legislation and compliance information is monitored

### 3. DEFINITIONS

**Infection** The invasion and multiplication of microorganisms such as bacteria, viruses, and parasites that are not normally present within the body. Infection requires three main elements – a source of the infectious agent, a mode of transmission and a susceptible host.

**Infection control** is preventing the transmission of infectious organisms and managing infections if they occur.

**Infectious agents** are biological agents that cause disease or illness to their hosts.

**Contact transmission** usually involves transmission of an infectious agent by hand or via contact with blood or body substances. Contact may be direct or indirect.

**Direct contact transmission** occurs when infectious agents are transferred from one person to another, for example, a consumer’s blood entering a healthcare worker’s body through an unprotected cut in the skin.

**Indirect contact transmission** involves the transfer of an infectious agent through a contaminated intermediate object or person, for example, an employee touches an infected body site on one consumer and does not perform hand hygiene before touching another consumer.

**Standard precautions** are work practices which require everyone to assume that all blood and body substances are potential sources of infection, independent of perceived risk.

## **4. POLICY CONTENT**

### **4.1 Infection Control Risk Management Plan**

Once infection risks are identified, One2One's initial protocols include:

- eliminating the risk factors
- modifying or changing procedures, protocols, and work practices
- monitoring consumer and employee compliance with infection control procedures
- providing information/education and training to consumers and employees.

A list of comprehensive procedures is outlined in One2One's Pandemic Management Policy and will be used as a model for all other infection control risk management requirements.

### **4.2 Infection Risk Assessment**

One2One identifies and assesses infection control risks by taking into consideration the likelihood of infection from a hazard, and the consequences if a person is infected. Factors such as frequency of exposure, levels of training and knowledge, existing controls, environmental factors, and the experience of employees are considered.

One2One's risk assessment is conducted in four steps, as per item 4.5 in One2One's Risk Management Policy. All risks identified are recorded and managed in One2One's Risk Management Register.

### **4.3 Education and Information**

Education regarding infection prevention and personal hygiene is provided to all employee regularly. All employee employed by One2One must carry out Infection Control training prior to commencing any duties with consumers, families, and other employee.

Advice and information is provided to employees regarding new and emerging infectious disease threats and trends. Advice and education related to infection prevention is routinely provided to consumers.

### **4.4 Standard Precautions**

Standard precautions are applied in all situations in which employees may have contact with blood / body fluids.

- **Hand Hygiene:** One2One provide regular communications to employee and consumers about appropriate hand hygiene. Information is also provided during employee sign-up procedures and relevant signage is displayed in One2One premises.
- **Protective Barriers:** One2One employees who deliver supports that utilise protective barriers such as eye shields, gloves, gowns, and masks are trained and provided relevant information during the consumer orientation process.
- **Needles and Sharps:** One2One employees who deliver supports that utilise and handle sharps on behalf of a consumer are trained and provided relevant information during the consumer orientation process. In addition, sharps containers are provided and are not easily accessible to visitors or children. Handling and disposal of these items are outlined in One2One's Waste Management Policy.

- Quarantining: One2One promotes quarantining practices for any employees and/or consumers experiencing infectious conditions inclusive of requesting they refrain from attending the office and any other workplace premises and activities during the infectious period of the condition.
- Response to Possible Infection: One2One responds to any potential employee or consumer exposure to infected body fluids with relevant first aid practices and encourages the person to seek medical advice. All employees are required to complete an Incident Report Form in conjunction with One2One's Incident Management Policy.

Notifiable Diseases: One2One will notify relevant health and legislative authorities in the event of an outbreak of any serious infectious diseases.

## **5. PERFORMANCE STANDARDS**

The following performance standards must be met to ensure that the procedures specified in Section 4 are implemented effectively:

- 5.1 All One2One employees are familiar with One2One's policies on Infection Control, Waste Management and Occupational Health and Safety.
- 5.2 One2One consumers and families have access to the same policies and have been given a copy of any policy if requested.
- 5.3 Accurate, quantitative written records of any incidents related to infection control are maintained and in accordance with One2One's policies on Privacy and Confidentiality.
- 5.4 All One2One and consumer employees have been recorded as attended and provided certification for Infection Control training delivered online by the Department of Health.
- 5.5 One2One's Pandemic Management Policy is regularly reviewed and considered during or post any reported incidents related to Infection Control.

## **6. POLICY REVIEW**

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One

