

✓ States the Department's commitment to the implementation and reporting of measures, systems and procedures to minimise transmission of infectious diseases.

## 1.Objectives - Policy statement

### 1.1

The Department of Education and Training is committed to the implementation of infection control measures within all department workplaces in accordance with statutory and regularly obligations.

### 1.2

The Department will ensure it has systems and procedures for infection control to prevent or minimise the transmission of infectious diseases.

### 1.3

The Department will ensure that safe work practices are implemented relevant to the workplace and that copies of the Department's *Standard Precautions for Infection Control* are communicated to all staff and prominently displayed.

### 1.4

The Department will ensure that information and procedures on infection control measures, infectious diseases and reporting requirements are provided.

### 1.5

The Department will review its systems and procedures periodically to ensure the content remains relevant and consistent with corporate objectives.

## 2.Audience and applicability

### 2.1

This policy applies to employees of the Department of Education and Training and TAFE NSW, students, visitors, volunteers and contractors while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

## 3.Context

### 3.1

Infection control is the principles and procedures for the

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## Implementation Date

1 December 2005

## Reference No.

PD/2005/0257/V01

## Implementation

prevention of the transmission of infectious diseases. Successful infection control is based on good hygiene around a range of practices that arise from identifying hazards and implementing risk management for the hazards (*Infection control guidelines for the prevention of transmission of infectious diseases in the health care setting*, Australian Government Department of Health and Ageing).

### 3.2

This policy is in accordance with the *Occupational Health and Safety Act 2000* the *Occupational Health and Safety Regulation 2001* and the *WorkCover Code of Practice for the Control of Work-Related Exposure to Hepatitis and HIV (Blood Borne) Viruses*.

### 3.3

This policy is consistent with relevant departmental policy and procedures including the *Occupational Health and Safety* policy, *Safety Values* and *Safety Management System*.

### 3.4

The Infection Control policy and associated procedures incorporate the Department's procedures for the *Prevention of the Transmission of Viral Hepatitis* and *Safe Handling and Disposal of Sharps*.

### 3.5

Where relevant this policy should be read in conjunction with other related departmental policies including *First Aid* (Intranet only), *Emergency Planning and Response* (Intranet only), *Student Health in NSW Government Schools: A summary and consolidation of policy*, *Excursions* and *Guidelines for the Safe Conduct of Sport and Physical Activity*.

### 3.6

#### Document history and details

## 4. Responsibilities and delegations

### 4.1

The Director-General of the NSW Department of Education and Training and Managing Director of TAFE NSW will ensure that systems are in place for the provision of infection control procedures in accordance with statutory and regulatory obligations.

### 4.2

Senior executive and workplace managers are required to:

- Ensure this policy is implemented within their area of control
- Ensure copies of the Department's *Standard Precautions for Infection Control* are prominently displayed in the workplace and in all Department first-aid kits
- Ensure safe work practices for infection control are applied at the workplace
- Ensure staff are informed about infection control measures including how to access procedures for cleaning up contaminated clothing and equipment
- Implement requirements for incident recording, reporting and investigation.

#### 4.3

First aid officers are required to:

- Treat all individuals receiving treatment as potential sources of infection
- Use rigorous hygiene and infection control procedures and adhere to the Department's *Standard Precautions for Infection Control* during the provision of first aid and with the disposal of first aid waste
- Ensure the Department's *Standard Precautions for Infection Control* are displayed in first aid kits
- Maintain first aid records.

#### 4.4

Employees are required to:

- Use rigorous hygiene practices and adhere to the Department's *Standard Precautions for Infection Control*
- Report to their workplace manager any suspected workplace illness affecting themselves or others, at the earliest opportunity without prejudice to any employee and in accordance with statutory and regulatory obligations.

#### 4.5

All students, visitors, volunteers and contractors (including cleaning contractor staff) are expected to follow infection control procedures while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

### 5. Monitoring, evaluation and reporting requirements

#### 5.1

The Director of Occupational Health and Safety is responsible for monitoring and evaluating the implementation and effectiveness of the policy.

### 6. Contact

Manager, Occupational Health & Safety Strategic Policy and Programs,  
phone (02) 9266 8968.

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