

General & Operational Requirements

Workplace:

- Work areas should be clean, well lit and maintained in good repair.
- Work surfaces should be smooth, non-absorbent (water-resistant).
- The premises must have at least one conveniently located sink with hot and cold running potable water to be used for handwashing and cleaning of instruments/equipment.
- Handwashing sinks used by more than one premises are not acceptable (e.g. public washroom in mall).
- Cleaning sink and hand wash sink may be the same sink as long as the sink is available for hand washing at all times during service delivery AND the sink is of adequate size for the largest piece of equipment that requires cleaning.
- Sink must be located 1 metre away from storage of clean items.
- Liquid soap in a dispenser and single-use towels must be provided at all times by the sink for handwashing.
- Approved sharps containers* are required for safe disposal of used, disposable sharps (e.g. razor blades, needles, lancets, etc.) and must be located where the sharps item is being used.

* Approved sharps container – dedicated, puncture-resistant, tamper-resistant, leak-proof, impenetrable by sharps, tight-fitting lid, bears a clearly identifiable biological hazard label

You do not have to see blood or body fluids on instruments for an infection to occur.

Personal Service Worker Health and Personal Hygiene:

- Routine Practices used on all clients during service delivery (refer to Routine Practices information sheet & poster).
- Cover cuts on your hands and arms with a waterproof bandage.
- Thoroughly wash hands before and after each client (refer to Handwashing poster).
- Single-use, disposable gloves must be worn for all invasive procedures.
- Ensure the area of the client's body you will be working on is free from any cuts, wounds, rash or visible infection.
- Hepatitis B vaccine is strongly recommended for all personal service workers.
- Keep accidental blood and body fluid exposure records and sterilizer monitoring records for a minimum of 5 years with the most current 12 month's records on site.

Operational:

- Instruments/equipment must be of durable construction, in good repair and stored in a sanitary manner to avoid contamination, especially sterilized items.

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Infection Prevention and Control Best Practices for Personal Services Settings - Information Sheet

- Follow manufacturer's instructions for all commercial products.
- All disinfectants must have a Drug Identification Number (DIN) on its product label (except hypochlorite).
- Choose the proper disinfectant for the instrument/equipment depending on its use (refer to *Disinfectant Chart* poster).
- To achieve disinfection, the product must remain on the surface of the item for the required contact time. Some items will require full immersion into the disinfectant solution.
- Linens, towels or sheets used on a client must be laundered prior to reuse.
- Thoroughly clean and rinse reusable instruments/equipment before disinfecting or sterilizing (Refer to *Cleaning Instruments* information sheet & *Cleaning, Disinfection & Sterilization Flowchart* poster).
- In addition to cleaning and disinfection required after each client, all work surfaces must be cleaned and then disinfected (low level) at least once a day.
- Clean, single-use applicators must be used to dispense products used directly on clients (e.g. creams, lotions, wax, etc.). "Double dipping" is not permitted.
- Single-use, disposable items must be discarded immediately after each client. Do not re-use disposable items.
- All equipment/instruments that cannot be **easily and thoroughly** cleaned will be considered single-use disposable.
- Any equipment/instruments or item that is touched or handled during a procedure is considered contaminated. If it is a single-use item, it must be discarded. If it is a reusable item, it must be cleaned and disinfected or sterilized before use.
- Store dirty instruments separately from cleaned and disinfected or sterilized items.
- Used instruments should be soaked in cool water with/without a detergent if not immediately cleaned.
- Cleanse area of the skin to be treated with an antiseptic using a clean, disposable swab (if applicable).
- First aid kits should be equipped with a magnet for those premises that use needles.
- Styptic products must be single-use and discarded after each client.
- Store workers' personal items (e.g. food, medication, aesthetic items) separate from client supplies.



Environmental Help Line
905-723-3818 or 1-888-777-9613
durham.ca



Information available in accessible formats.

Source: Ministry of Health and Long-Term Care, Infection Prevention and Control Best Practices for Personal Services Settings, Jan. 2009.