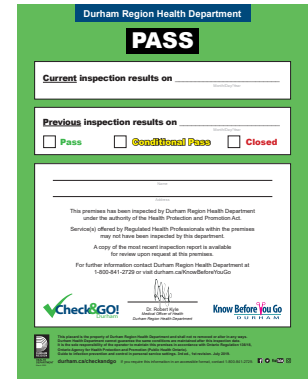




# Know Before You Go

## DURHAM



## It's Easy To Be GREEN (PASS) Checklist

### Workplace:

- Work space clean, well lit and maintained in good repair
- Work surfaces smooth, non-absorbent (water-resistant)
- At least one conveniently located sink with hot and cold running potable (drinkable) water, liquid soap in a dispenser, single-use towels, and located at least one metre away from storage of clean items
- Approved sharps container(s) available for safe disposal of used sharps (e.g. razor blades, needles, lancets ) and located where the sharps are being used

### Personal Service Worker Health and Personal Hygiene:

- Routine Practices used on all clients during service delivery
- Cuts on hands and arms covered with a waterproof bandage
- Hands washed before and after each client
- Single-use, disposable gloves worn for all invasive procedures
- Client's body, where service is being performed, is free from cuts, wounds, rash or visible infection
- Accidental blood and body fluid exposure records and sterilizer monitoring records kept on site for at least one year and on file for at least five years

### Operational:

- Equipment/instruments in good repair and stored in a sanitary manner
- Manufacturer's instructions available for all commercial products and equipment
- All disinfectants have a Drug Identification Number (DIN) on product label
- Appropriate disinfectants for instrument/equipment used
- Items fully immersed in disinfecting solution for appropriate contact time
- Linens, towels or sheets laundered after each use
- Reusable equipment/instruments cleaned, rinsed and dried before disinfecting or sterilizing
- All work surfaces cleaned and disinfected at least once a day
- Applicators used to dispense products (e.g. creams, lotions, wax) are single-use; no "double dipping"
- Equipment/instruments that cannot be easily and thoroughly cleaned are disposed after each client
- Equipment/instruments that pierce or penetrate skin are sterile and remain sterile until use
- Records of pre-packaged sterile items on-site for tracking purposes (i.e. proof of sterility, name of manufacturer, lot numbers, invoices/receipts)
- Dirty equipment/instruments stored separately from cleaned and disinfected/sterilized items
- Used equipment/instruments soaked in water with/without detergent in a clearly marked container if not immediately cleaned
- Skin cleaned with approved skin antiseptic prior to invasive procedures
- Workers' personal belongings (e.g. food, medication, aesthetic items, money) stored away from client supplies

For more information contact Durham Health Connection Line at  
1-800-841-2729 or [durham.ca/KnowBeforeYouGo](http://durham.ca/KnowBeforeYouGo)

