COLOUR CODED CLEANING EQUIPMENT POLICY

1. AIM

The aim of this policy is to outline Charles Sturt Campus Services Limited directive on the provision and utilisation of Colour Coded Cleaning Equipment.

2. SCOPE

This policy applies to all cleaning operations undertaken by CSCS Limited and all staff employed by CSCS Limited.

3. PURPOSE

To assist in the minimization of the risk associated with cross contamination of individual areas. Colour Coding is an accepted system used for identification of cleaning equipment utilized in different areas and is considered essential for the purpose of infection and bacteria control. Clear identification by colour coding of various items of cleaning equipment (e.g., mops, buckets and clothes) is considered the most effective method of restricting equipment to individual areas and thus reducing the risk of cross contamination. The cleaning equipment is only to be used in the designated area as per the Colour Coding system and not to be used in any other area.

4. APPLICATION

When performing various work tasks employees are required to correctly select and use Colour Coded Cleaning Equipment suitable to the area of operations for the task or the application.

Colour Coded Cleaning Equipment includes such items as:

- Mops
- Clothes
- Buckets
- Handles

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The Colour Coding System adopted by Charles Sturt Campus Services Limited is as follows:

Blue cloth	General cleaning
Green cloth	Kitchen & food prep areas
Red cloth	Toilet bowls, urinals
Pink cloth	Bathrooms vanities & walls, showers, toilet walls etc.
Light blue	Glass and mirror cleaning cloth

The use of cleaning equipment is to be restricting to individual areas as noted above and under no circumstances should be taken and used in other areas. The cleaning equipment is to be cleaned and/or laundered in accordance with Company guidelines.

Charles Sturt Campus Services will supply Colour Coded Cleaning Equipment and provide the appropriate instruction and training in its use.

Colour Coded Cleaning Equipment supplied always remains the property of Charles Sturt Campus Services Limited.

Damaged, broken or defective Colour Coded Cleaning Equipment must be reported to Team Leaders/Supervisors and is to be repaired or discarded and replaced as soon as possible.

Failure to comply with the Colour Coded Cleaning Equipment policy is considered as a disregard for safety and infection control procedures and may result in disciplinary action.

5. SIGN OFF

Company Representative:

Signed: _____ **Date**: 03-Mar-2017

Name: Martin Dooner **Position**: General Manager

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