

## Maitland Hospital staffing and SWPs

Dear Member,

Following yesterday's meeting, the HSU has written to management regarding your staffing concerns. The text appears in *italics* below. Once the Union has received a reply, we will seek feedback from members. Also attached for your reference are the Safe Work Practices for making and cleaning beds. Members should adhere to these practices as they are in place for your safety.

*It's been brought to HSU's attention regarding what can be simply described as chronic understaffing in the Patient Services Department. First and foremost, our members call upon HealthShare to commence recruitment of their casual pool immediately. We've been informed that as recently as 27<sup>th</sup> May on the AM shift, HealthShare were five staff short in Medical One, Medical Two, Special Care Nursery, Health Services Unit and position Number Six. HSU has also been informed that HealthShare barely managed if at all to cover these areas.*

*Secondly, our members express grave concerns regarding waste and dirty linen handling on the PM shift. At present, the evening Medical Imaging porter is engaged to empty and rubbish and linen from the wards area. Our members feel that if an additional staff member was engaged for six hours on the PM shift, seven days a week, this would alleviate the excessive workload, not to mention the infection control concerns.*

*Thirdly, our members who perform cleaning duties in the Emergency Department need an additional staff member engaged for hours on the AM shift, seven days a week. The reason for this is that our sole member based in this position already has a heavy workload to perform with routine cleaning duties, but they are frequently called upon to perform triple cleans and other cleaning duties. They feel very strongly that patients and visitors to Maitland Hospital are not receiving the high standard of cleanliness they expect and deserve.*

*Lastly for cleaning duties, our members feel that Hospital management should introduce, designated 'Isolation Cleaners' who can freely move about the hospital site to perform discharge triple cleans. At the moment, the current staff are performing up to, and in some cases in excess of, fifteen triple cleans per shift. This is on top of their already allocated duties.*

*We also raise staffing concerns for bedmakers. At present, bedmakers commence their shifts at 09:30 AM and 12:30PM respectively. HSU members would like to see an additional bedmaker employed from 6:00 AM till 2:30 PM. As recently as 14<sup>th</sup> March, by 09:30AM there were already five standard discharges and one triple clean waiting to be done.*

*In addition, the staff member rostered in Paediatrics in one case had to complete four triple cleans, plus wash and make beds on discharges, as well as clean the ward and bathrooms – then make their way to the Intensive Care Unit and complete the routine cleaning duties there, as well as three triple cleans, one triple clean of a bathroom and four discharge cleans. The Intensive Care Unit did not get dusted for three days. In the space of three hours, the Paediatrics based staff member completed cleaning staff lunch room, treatment room, clean utility room, dirty pan room, nurses station, patient surrounds, room three (triple clean), two bassinets, two cots, the Intensive Care Unit, discharge cleans in beds 10, 11, 12 and 4, and lastly look after garbage in both areas, static mop, wash and clean floors.*

*As you can see from just the brief examples above, staffing needs to be dramatically increased immediately. In accordance with 'Maitland Hospital Policy 00.30.005', there should be two staff completing bedmaking duties. But with the current staffing arrangement, this is not happening and putting OUR members at risk of a workplace injury. Our members are asking the question, Have all vacancies been filled in these roles?*

*In summing up, HSU requests the following:*

*HealthShare to recruit and expand their casual pool immediately*

*Audit to see if there are any vacancies that have not been recruited to*

*Authorise the recruitment of least five additional FTE*

*HSU would like a reply within 7 days of today's date*

If you have any concerns, please get in touch with your organiser Matt Ramsay on 0419 553 105 or email [matthew.ramsay@hsu.asn.au](mailto:matthew.ramsay@hsu.asn.au).

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

<p><b>SAFE WORK PRACTICE (SWP)</b></p>	<p><b>Job:</b> <b>Cleaning of general ward beds and moving mattresses</b></p>		<p><b>SWP No.</b> <b>00.30.005</b></p>
<p><b>Page: 1 of: 2</b></p>			
<p><b>Job Supervisor</b> HS Manager NUM/In-Charge of Units</p>		<p><b>Responsible for Revision</b> HS Cleaning staff Nursing Staff</p>	
<p><b>Date Written</b> 28<sup>th</sup> January 2006</p>	<p><b>Date for Review</b> <b>2016</b></p>	<p><b>Previous Revision Dates</b> 31<sup>st</sup> May 2000 (new); 21<sup>st</sup> August 2002; 25<sup>th</sup> January 2004; Jan 2006; March 2008; July 2010, January 2014</p>	
<p><b>PPE Required</b></p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Protective eyewear</li> </ul>	<p><b>Tools/Equipment</b></p> <ul style="list-style-type: none"> <li>• Bucket</li> <li>• Cleaning equipment including cloths, long handled hand mop,</li> <li>• neutral detergent,</li> <li>• SDS</li> </ul>	<p><b>Certificates/Qualifications/Experience</b></p> <ul style="list-style-type: none"> <li>• Manual Handling Training and Competency</li> <li>• Orientation to Cleaning Services (cleaning Staff)</li> <li>• Orientation to Ward Area (nurses &amp; cleaning staff)</li> <li>• Knowledge of infection Control Guidelines</li> </ul>	
<p align="center"><b>Definitions</b></p> <ul style="list-style-type: none"> <li>• <b>Complete Clean</b> = total cleaning of the bed, including under side of bed, underwire and top and bottom of the mattress</li> </ul>			
<p align="center"><b>STEPS TO CARRY OUT THE JOB</b></p>		<p align="center"><b>KEY POINTS</b></p>	
<p><b>1. Gather equipment</b></p> <ul style="list-style-type: none"> <li>• Gather all required equipment including PPE</li> <li>• Fill bucket with water and add appropriate amount of neutral detergent</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure Safety Data Sheets for all cleaning products are available at the point of use.</li> </ul>	
<p><b>2. Transport equipment to bed/s to be cleaned</b></p> <ul style="list-style-type: none"> <li>• Load all required equipment onto cleaning trolley and transport to required area.</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure wheels of trolley move freely and are free of debris prior to loading trolley</li> <li>• Ensure that water level in buckets is low enough to prevent splashing during transport.</li> <li>• Clean up any spills immediately they occur and display appropriate signage.</li> <li>• Ensure walkways and area around bed to be cleaned are clear of clutter or other obstacles</li> <li>• Take care when moving the trolley, especially in patient care areas so as not to hit any person or object.</li> </ul>	

<b>SWP No</b> (cont'd)	<b>Job:</b> <b>Cleaning of general ward beds</b>	<b>Page: 2 of: 2</b>
<b>STEPS TO CARRY OUT THE JOB</b>		<b>KEY POINTS</b>
<b>3. Clean the bed</b> <ul style="list-style-type: none"> <li>• Raise or lower the bed to a comfortable working height – to minimise bending, reaching or twisting actions.</li> <li>• Clean both sides of the mattress, underwire/mattress platform, underside of the bed, bed head/foot and bed frame – ensuring to minimise any bending, stretching, and twisting movements. Eg: Use long handled hand mop to reach underside of bed to avoid bending and reaching.</li> <li>• Re-position bed to original height required for patient.</li> <li>• Always ensure that the brakes are in the “locked” position prior to leaving the bedside.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>When cleaning beds with MacMed or Jomor mattresses 2 persons must stand mattress on it's side in the centre of the bed base – 1 person either side of the bed, and wipe over mattress and bed base with one hand whilst supporting mattress with the other hand to minimise handling of the heavier, more dense mattress.</b></li> <li>• Never reach further than the middle of the bed at anytime during any cleaning procedure.</li> </ul>	
<b>4. Clean and Store Equipment</b> <ul style="list-style-type: none"> <li>• Rinse out cleaning mops</li> <li>• Empty buckets</li> <li>• Return equipment to cleaning cupboard</li> <li>• Wipe over all equipment used with damp cloth</li> <li>• Lock Cleaning cupboard at completion of task.</li> <li>• Remove PPE</li> <li>• Dispose of gloves in appropriate waste bin</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up any spills immediately they occur and display appropriate signage.</li> <li>• Take care when moving the trolley, especially in patient care areas so as not to hit any person or object.</li> </ul>	
<b>5. Moving mattresses</b> <ul style="list-style-type: none"> <li>• This must be a two person procedure for regular bed mattresses</li> <li>• Use the purpose built mattress trolley to ensure safe transfer to other location</li> </ul>	<ul style="list-style-type: none"> <li>• To minimise risk of manual handling injury</li> </ul>	



**Health**

Hunter New England

Local Health District

Department/Unit/Facility: The Maitland Hospital

**Cleaning of Affinity 3 Birthing Bed,  
Birthing Unit,  
The Maitland Hospital**

***SAFE WORK PRACTICE (SWP) 00.30.007***

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**Date Written: 17/01/2014**

**Date for Review: January, 2016**

Date of original issue January 2006

SWP last reviewed July 2010

**Job Supervisor:**

HS – Cleaning supervisor

TMH – NUM Birthing Unit

**PPE Required:**

Safety eyewear, gloves and apron

**Tools/Equipment:**

Neutral Detergent for cleaning with SDS available if required

Long handled mop for under bed cleaning

Spill kit available for blood or body substances if required

Small bucket

Cloths for cleaning

**Certificates/Qualifications/Experience:**

HNELHD staff – Current manual handling competency

HS staff – Current manual handling competency

HS staff – Orientation to the Cleaning Department





<b>Job: Cleaning the Hill-Rom Affinity 3 Birthing Bed</b>	<b>SWP No.: 00.30.007</b>
<b>STEPS TO CARRY OUT THE JOB</b>	<b>KEY POINTS</b>
<p>end and go to the side of the bed and place bed end back into the coupling on the bed</p> <p>15. Pick up the mattress from the table, go to the side end of the bed and secure the mattress back to the removable end</p>	



