

Coffs Harbour Cleaning Rosters

Dear Member,

On Thursday 16 January a USSC meeting was held with management and your HSU Sub Branch Representatives at the meeting to discuss the proposed rotating rosters for cleaning staff.

Management have provided the HSU with 2 rosters (attached) for members to provide feedback on.

Also attached to this newsletter is the "Traffic Light" system that is to be used to prioritise work when there is short staffing during your shifts.

Please provide your feedback to Kim Michelson, Sue McKee or Jo Drajevich by 31 January 2020.

There is a meeting scheduled for Wednesday 5 February 2020 to discuss the feedback provided by HSU members.

A reminder that the existing rosters remain whilst the discussions continue regarding the proposed rotating roster and if any member has difficulties with their roster, please see your HSU Committee member for assistance.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Zone 1		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
ICU		M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3
Surgical East		M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3
Medical east		M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3			M3	M3	M3	M3	M3				A	M3	M3
Dental/Renal		N7	N7	N7	N7	N7			A	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7		
Education		N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	A			N7	N7	N7	N7	N7		
Bedmaker 1		D	D	D	D	D			D	D	D	D	D			D	D	D	D	D			A	D	D	D	D		
A&E/Surg/ICU/Bed		M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			A	M3	M3	M3	M3			D	M3	M3	M3	M3		
CSSD		N7	N7	N7	N7	N7			A	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7		
Surgical West				M3	M3	M3	M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3
A&E				M3	M3	M3	M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3

D4= 1100- 1930
D2= 1000- 1830
D5= 1130-20:00

D3= 1030- 1900
D1= 0800- 1630
ME= 1330- 2200
E= 1430-02300

Zone 2		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Emergency		N7	N7			A	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7
Medical West				M3	M3	M3	M3	M3			A	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3
Kids/Dirty/L/SURG/MED/BIRTH				M3	M3	M3	M3	M3			M3	M3	D	M3	M3	M3	A		M3	M3			M3		M3	D	D	D	M3
REHAB		M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	
Day Surg		M3	M3	M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3		
Services Corridor/Med		M3	M3	M3			M3	M3	M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3			M3	M3	M3	M3
Dirty Linen		D	D	D			D	D	D	D	D			D	D	D	D	D			D	D	D	D			A	D	D
Bedmaker 3		D4	D4	D4	D4	D4			A	D4	D4	D4	D4			D4	D4	D4	D4	D4			D4	D4	D4	D4	D4		
Dental/Renal		N7	N7	N7	N7	N7			N7	N7	N7	N7	A			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7		
Cancer Services		N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			A	N7	N7	N7	N7		

M4 = 08:00-16:30
M3 = 0600 - 1430
D = 0700 - 1530
D5= 1130- 2000

M5= 0600 - 10:00

Zone 3		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
Maternity/Rhb/Kids		M3	M3	M3	M3	M3			M3	M3	M3	M3	A				M3	M3	M3	M3	M3			M3	M3	M3	M3	M3		
Dental/Renal		N7	N7	N7	N7	A			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			
W/E MRO				N7	N7	D5	MD	MD			N7	N7	D5	MD	MD			N7	N7	D5	MD	MD			A	N7	D5	MD	MD	
BIRTH/CCU		M3			M3	M3	M4	M4	M3	M3			A		M4	M4	M3	M3			M3	M4	M4	M3	M3			M3	M4	M4
Maternity				M3	M3	M3	M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	
Bedmaker 2		D3	D3	D3			A	D2	D3	D3	D3			D2	D2	D3	D3	D3			D2	D2	D3	D3	D3			D2	D2	
KIDS		M3	M3	M3	M3	A			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			
DAY MRO		D1	D1	D1	D1	A			D1	D1	D1	D1	D1			D1	D1	D1	D1	D1			D1	D1	D1	D1	D1			
Dirty Linen		N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			A	N7	N7	N7	N7	N7			N7	N7	N7	N7	N7		
CSSD		N7	N7	N7	N7	N7			A	N7	N7	N7	N7			N7	N7	N7	N7	N7			N7	N7	N7	N7	N7			

P/P		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
W/E Corr					D3	D3	ME	ME					D3	D3	ME	ME				D3	D3	ME	ME				D3	D3	ME	ME
Cancer Services		D5	D5	D5	D5				D5	D5	D5	D5				D5	D5	D5	D5				D5	D5	D5	D5				
ICU/Surgical		M3	M3	M3	M3				M3	M3	M3	M3				M3	M3	M3	M3				M3	M3	M3	M3				
Linen Ass.		M5	M5	M5	M5	M5			M5	M5	M5	M5	M5			M5	M5	M5	M5	M5			M5	M5	M5	M5	M5			

PP
PP
PP

4HR SHIFTS

Linen		M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
Linen Handler ASS.				M3	M3	M3						M3	M3						M3	M3	M3					M3	M3	M3		
Linen Handler		M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	M3			M3	M3	M3	M3	A			M3	M3	

Traffic Light System

Risk Category	Functional Areas	Frequency of Cleaning/Disinfection	Minimum Staff levels
Extreme High Risk	Operating theatres, intensive care units both adult and paediatric, central sterile supply department, level 2 & 3 nurseries, delivery suites, emergency departments, areas where highly invasive procedures are undertaken, microbiological laboratories, areas/departments/wards with immunosuppressed patients such as burns, haematology, oncology, transplant, infectious diseases, renal dialysis.	Operating theatres: <ul style="list-style-type: none"> • Before the first patient, between each case and at the end of the list. All other areas: <ul style="list-style-type: none"> • Minimum daily clean/disinfect with capacity for more. • Capacity of rapid spot cleaning/disinfection. • Clean & disinfect toilets at least twice daily and check toilets at least twice more daily and spot clean. 	Minimum Staff Required Weekdays = 13 – 19 FTE Weekends = 4 – 7 FTE NB. If numbers are below 13, contingency plan is to engage casual workforce, offer part time staff increased hours and engage agency staff.
High/Medium Risk	General wards, pharmacy – sterile production area, special clinic treatment area, emergency ambulances/rescue vehicles/ambulance station casualty rooms/fixed wing and rotary wing aircraft, level 1 nursery. Pathology labs, outpatient departments, non-emergency transport vehicles, pharmacy, medical imaging, kitchenettes, patient accommodation, mortuary, public areas and waiting rooms, cafeterias, patient activity areas like day rooms, hospital foyer.	Minimum daily clean. <ul style="list-style-type: none"> • Capacity for rapid spot cleaning. • Clean toilets at least daily and check toilets at least twice daily and spot clean. Daily clean. <ul style="list-style-type: none"> • Capacity for spot cleaning. • Clean daily and check toilets at least twice daily and spot clean. • Clean main foyer toilets at least three times a day and check toilets at least three more times daily and spot clean. 	Minimum Staff Required Weekdays = 19 – 28 FTE Weekends = 7 – 11 FTE
Low Risk Areas	Ambulance stations, offices, courtyards, outdoor areas, engineering workshops, non-patient transport vehicles, medical records, education/conference areas, plant rooms, car parks.	Clean as required. <ul style="list-style-type: none"> • Planned project cleaning. • Capacity for spot cleaning. • Clean toilets at least daily. 	All Roster Vacancies Filled Weekdays = 28 -30 FTE Weekends = 11 – 17 FTE

Information Sourced from the *Environmental Cleaning Policy PD2012_061* (p. 8) https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2012_061.pdf

Note: Following any periods of significant staff shortages the Patient Support Services Management team will assess whether any additional staff are required to be rostered on to ensure that the Coffs Health Campus is compliant with the standards set out in the NSW Health *Environmental Cleaning Policy PD2012_061* https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2012_061.pdf