

Spot Audit – Laundry Process

Date completed:

Aged Care Quality Standards 3 and 5

Criteria/Indicator	Yes ✓	No x	N/A	Comments
Education/Policies and Procedures:				
1. Staff performing laundry duties have had education in the process and all training needs identified and met				
2. Staff performing laundry duties are trained in infection prevention and control, use of PPE and competent in hand hygiene				
3. Staff performing laundry duties are trained in manual handling and safe practices when attending to heavy loads				
4. Staff have access to Policies and Procedures and laundry workflow pathways				
Laundry personal protective equipment and hand hygiene:				
5. Laundry staff have access to and wear standard PPE when handling soiled and heavily soiled linen				
6. Laundry staff are aware of infection transmission within the laundry and don transmission PPE (gloves, long sleeve waterproof gown and where risk of splash - surgical mask and eye wear) when attending to infectious items				
7. In an outbreak laundry staff wear transmission PPE for the duration of the outbreak in the unclean area of the laundry				
8. Laundry staff are aware of cytotoxic exposure risk and protect themselves by donning cytotoxic PPE (purple nitrile gloves, long sleeve waterproof gown and N95 mask)				
9. Staff attend hand hygiene on entering or exiting the laundry, after removing PPE and before entering the clean area of the laundry				
Laundry Requirements:				
10. Food and drink are not consumed in the laundry. Staff personal items are not stored in the laundry.				
11. Waste in the laundry is managed in segregated system – general, infectious (clinical) and cytotoxic. Waste bins (bag lined and labelled) are available for each segregation.				

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12. Residents' garments are identifiable by name labels				
13. A first aid kit is in the laundry. Contents are checked annually from check list and as required				
14. The laundry has clearly segregated and defined unclean & clean areas? Areas are separated by a red line and there is 2meters between clean and unclean areas				
15. There is a hand-washing sink and hand hygiene products available in the unclean area of the laundry. Hand hygiene posters are on display at the sink.				
16. Laundry chemicals are stored safely, and dispensing units are utilized for chemical dispensing. Data safety sheets are available for chemicals used in the laundry				
17. The laundry is dust free, well ventilated and free from insects & vermin? A documented pest control program is evident.				
18. The laundry machinery is serviced as per the manufacturer's instructions and requirements				
19. There are dedicated, labelled rise base skip tubs for soiled and heavily soiled, infectious and cytotoxic and clean linen; these are not interchanged				
Soiled linen management:				
20. Soiled linen is placed directly into a colour coded linen laundry bag at the point of care <ul style="list-style-type: none"> ○ White bags: Sheets, towels, pillowcases, napkins ○ Blue bags (resident labelled): Residents clothing ○ Red bags: Heavily soiled items ○ Yellow bags: infectious ○ Purple bags (resident labelled): = Contaminated cytotoxic 				
21. Soiled linen is not stored or placed on the floor throughout the facility				
22. Heavily soiled linen which is liable to "seepage" is contained in a red alginate bag and red linen bag				
23. Infectious linen is contained in a yellow soluble bag and yellow linen bag				
24. Contaminated cytotoxic linen is contained in a purple soluble bag and personal purple linen bag				
25. Soiled cleaning equipment is placed in impermeable bag				

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26. Soiled infectious cleaning equipment is placed in yellow soluble bag and impermeable bag				
27. Soiled linen is correctly bagged and transported to the laundry via chute or designated trolley to the laundry				
28. Soiled linen bags are not stacked, dropped or dragged within the residence or laundry				
Processing:				
29. Laundering / processing of all items complies with current Australian Standard AS 4146/2000 requirements.				
30. Thermal disinfection is achieved: <ul style="list-style-type: none"> ○ 71 degrees for at least 3 minutes ○ 65 degrees for 10 minutes Or Chemical disinfection is achieved: <ul style="list-style-type: none"> ○ Use of chemicals (Ozone) without heat 				
31. The correct wash program/cycle is used for the item type, state and cleaning requirement				
Drying:				
32. The correct drying cycle is used for the item type, state and drying requirement				
33. Items are removed from the dryers directly post the dryer cool down to prevent crushing Items hung on coat hangers as required				
34. There is availability for items to be ironed and dry cleaned externally				
35. The lint filters in the dryers are routinely clean				
Clean Linen:				
36. Clean linen is physically separate from soiled linen during usage, transport and storage				
37. Clean linen is aesthetically acceptable and presents in a clean condition				
38. Clean linen is transported (covered trolley), distributed and stored to prevent contamination e.g. away from moisture, dust and clean contaminated environments				
Laundry Cleaning:				

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39. There is a cleaning schedule for the laundry, which is carried out and signed off daily, weekly, monthly and annually with designated tasks. There is a heightened cleaning schedule for outbreaks.				
40. Cleaning equipment is colour coded (Blue) and not utilized across unclean and clean areas of the laundry – each area has its own cleaning equipment				
41. Linen trolleys, tubs and equipment are cleaned daily with neutral detergent and disinfection				
42. Trolleys, tubs and equipment are in good working order (e.g. No broken parts, wheels rotating)				

SAMPLE

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For any questions marked with a ✖, please provide additional detail here:

SAMPLE

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Auditor's signature:	
Audit result	
Number of ticks / Number of ticks and crosses x 100 = %	
Summary of audit findings:	
<h1>SAMPLE</h1>	
Actions:	
<input type="checkbox"/> Audit findings have been discussed with the Manager	
<input type="checkbox"/> Audit findings have been added to the education calendar as necessary	
<input type="checkbox"/> Audit findings have been added to the CIP/ QIR as required	
<input type="checkbox"/> Audit result has been added to the Quality Audit schedule	
<input type="checkbox"/> Where there are compliance issues or areas of risk, this audit has been re-scheduled for additional review later as per agreement with Manager	
Manager signature	Date