



Guidance Note

Increased availability of hand sanitiser during virus or bacterial outbreaks.

This guidance note applies to all workplaces controlled by Curtin University.

Context

Leading into an outbreak of virus or bacterial related disease, hand hygiene becomes an important factor in minimising the spread of these outbreaks.

To ensure the organisation is adequately stocked for an increase in sanitiser use, the following considerations and actions should be undertaken to minimise risk.

Assess requirements

Size of order should be determined after consultations between the Director of Operations and Maintenance and the Director of Health and Safety. Consideration should be given to how many additional locations are required above those already in place and could include all reception counters, staff lunch rooms or anywhere else where people congregate to eat (including food vans and special event catering).

Ordering stock

Once requirements are confirmed, stock should be ordered through Strategic Procurement. Once additional stock is in hand and in the first instance, Operations and Maintenance will arrange distribution.

Refreshing individual sanitiser containers

Health and Safety Representatives will advise relevant managers when individual containers of sanitiser are running low. It is the responsibility of the work location owner to restock with either refills or new containers.

The renewal of individual hand sanitiser containers should be done in line with Curtin's corporate credit card use guidelines.