

# HLTSS00067

## Infection Control Skill Set for

### Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**



# LEARNER GUIDE

# HLTSS00067 Infection Control Skill Set for Transport and Logistics (HLTINFCOV001)

<b>Learner Name:</b>	
<b>Learner ID:</b>	
<b>Learner Contact Number:</b>	
<b>Learner Email Address:</b>	
<b>Date Training Commenced:</b>	

## This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

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# 1.1 Introduction

This training course is based on the national unit of competency **HLTINFCOV001 Comply with Infection Prevention and Control Policies and Procedures**.

This unit applies to individuals working in the transport and logistics sector.

It describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks.

After completing this course participants will have the knowledge and ability to assist with:

- ◆ Follow standard and additional precautions for infection prevention and control.
- ◆ Identify infection hazards and assess risks.
- ◆ Follow procedures for managing risks associated with specific hazards.

**NOTE:** The terms Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. The term WHS will be used throughout this training course.



## 1.2 Duties and Responsibilities



Everyone in the workplace has roles and responsibilities to ensure it is a safe environment to be in.

### 1.2.1 Duty of Care and Common Law Duties

Duty of care is a legal obligation to adhere to a standard of reasonable care when performing acts that have the potential to harm others.

Everyone on a worksite has a legal responsibility under duty of care to do everything reasonably practicable to protect others from harm by complying with safe work practices, including activities that require licences, tickets or certificates of competency or any other relevant state and territory WHS requirements.





## 1.2.2 Duties of a PCBU



WHS legislation requires PCBUs, including managers and supervisors, to protect anyone at the workplace, including workers, contractors, or members of the public, against risks to their health or safety by eliminating or reducing risks as far as practicably possible.

A PCBU has a responsibility to stay up to date on any infectious hazards in the workplace or the wider community. They must understand the risks involved with potential hazards and respond to these in accordance with the advice provided by the Australian Government and/or the WHS regulator.

Specific legislative requirements may also apply to PCBUs in certain industry types or locations.

### PCBUs should:

- ◆ Monitor the health of workers to minimise risks and WHS issues.
- ◆ Exchange information about WHS risks and controls with WHS representatives and workers.
- ◆ Work with WHS representatives and workers to resolve WHS issues within the workplace in accordance with the agreed procedure.

### Managers and supervisors have a duty to ensure that:

- ◆ They follow health and safety procedures.
- ◆ They implement health and safety procedures in their areas of control.
- ◆ They implement, monitor and evaluate risk control measures.
- ◆ Any workers under their control are provided with adequate information, instruction and training to effectively and safely complete their work tasks.



A PCBU or manager must consult with workers and their health and safety representative on any potential infection risks in the workplace and take on suggestions offered to eliminate or control these. The model Code of Practice: Work health and safety consultation, cooperation and coordination provides further information on best practice consultation procedures.

It can be useful to walk through the workplace observing operations to check that control measures are being implemented.



Both State and Federal Government have introduced enforceable government directions applicable to businesses in line with expert health advice on the **COVID-19 pandemic**. These cover a range of areas including physical distancing, record keeping and limits on business operations. You must stay up to date on these as they can change at short notice.

It is important that you are aware of any regulatory changes or public health advice given in response to the COVID-19 outbreak as this can directly impact the operations of the business.

If there is a work-related confirmed case of COVID-19 in your workplace, then the PCBU must notify Comcare immediately.

In most jurisdictions it is necessary to notify the state or territory WHS regulator of a confirmed case, and at times also a suspected case of COVID-19. You should familiarise yourself with the reporting requirements relevant to your state or territory.

As a PCBU you may be required to develop and implement some new procedures for operations. These may be to address:



- ◆ How the business will respond if there is a confirmed case of COVID-19 in the workplace.
- ◆ Working from home arrangements.
- ◆ Higher frequency cleaning and hygiene practices.
- ◆ Training and education of employees on infection prevention.

You must consult with workers and health and safety representatives when adapting or introducing new WHS policies and procedures.

### 1.2.3 Duties of a Worker

Workers should:

- ◆ Follow measures put in place to protect their safety, such as using and caring for PPE or following safe operating procedures.
- ◆ Be represented by a WHS representative when raising WHS issues or have a defined system so that there is communication with management to resolve these issues.
- ◆ Exchange information about WHS risks and controls with their PCBU and WHS representative.
- ◆ Work with their PCBU to resolve WHS issues within the workplace in accordance with the agreed procedure.
- ◆ Ask for clarification if you are unsure of how to perform any work activities correctly.



If a worker is diagnosed with an infectious disease, such as COVID-19, or is believed to be a close contact with someone who has been diagnosed and they have been at work, they should inform their manager or WHS representative immediately.

### Review Questions

<b>1.</b>	Who must the PCBU notify if there is a confirmed case of COVID-19 in the workplace?	<input type="checkbox"/>

2.

As a worker, what must you do if you have been in the workplace and are diagnosed with an infectious disease?



## 1.3 Biological Hazards and Pathogens

Natural substances that pose a risk to the health of humans and other lifeforms are known as biological hazards or pathogens.

A pathogen is a microorganism that causes disease.

Pathogens include the following:



- ◆ Viruses.
- ◆ Bacteria (including spores).
- ◆ Fungi.
- ◆ Parasites.
- ◆ Other microorganisms.

A microorganism is an organism that cannot be seen by the naked eye; it must be viewed with the aid of a microscope.

A biological hazard can also be considered in the context of a transmitter of a pathogen, for example, bodily fluids or mosquitoes.

Biological hazards pose a risk as they can transmit diseases to humans and other lifeforms, these may be infectious.

For the sake of clarity, in this learner guide the term biological hazard will refer to transmitters, and pathogen to microorganisms that cause infection and disease.





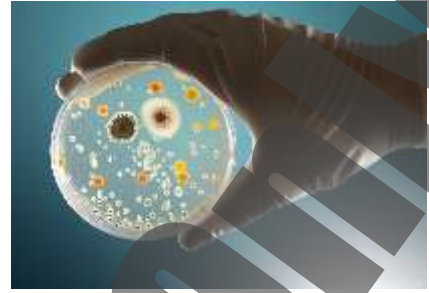
### 1.3.1 Bacteria and Bacterial Spores

Bacteria (or bacterium) are simple, microscopic organisms, more commonly known as germs.

In the environment, bacteria are essential for breaking down dead matter like dropped leaves and releasing nutrients into the soil.

Bacteria can be used to produce antibiotics and even yoghurt.

Bacteria is also found in the human body, most commonly in the gut, but also on the skin and inside the nose, throat and mouth.



They are very resilient and able to survive in adverse conditions by adopting a dormant state in the form of a spore, which can survive for many years until conditions become more favourable.



A bacterial spore is one of the most resistant life forms. They can tolerate extreme heat, harsh chemical exposure as well as severe environmental conditions.

When conditions become more favourable (for example, more stable temperatures and access to nutrients) the spore rapidly begins reproduction, producing many more bacterium which then spread throughout the body.

Most bacteria pose no risk to humans, many strains are even beneficial and can be essential to our survival. These beneficial strains of bacteria are sometimes referred to as 'good' bacteria.

'Good' bacteria can:

- ◆ Aid digestion.
- ◆ Produce essential vitamins.
- ◆ Stimulate the immune system.

However, a small amount of bacterial strains can be very harmful, carrying pathogens that make humans ill.

Harmful bacteria can infect any area of the body, a few more commonly known illnesses caused by these bacterial pathogens are:

- ◆ Food poisoning.
- ◆ Pneumonia.
- ◆ Tetanus.



Bacteria can survive on surfaces including but not limited to:

- ◆ Stainless steel.
- ◆ Wood.
- ◆ Marble.



You can kill bacteria on surfaces by using chemical disinfectants, however this will not destroy bacterial spores.

## 1.3.2 Fungi

Fungi is naturally occurring in soil, air, water, on plants and sometimes in the human body.



Common fungus include:

- ◆ Mushrooms.
- ◆ Mould.
- ◆ Yeasts.

Like bacteria, fungi naturally play a role in the environment, aiding in the breakdown of natural materials and release of nutrients into the soil. Some fungi are also beneficial to our gut health, in a similar manner to 'good' bacteria.

Although most fungi are not harmful to humans, some fungi do cause risk of illness.

Illnesses caused by fungi are usually localised, only occurring in specific areas of the body such as the lungs, nails or skin.

## 1.3.3 Viruses

Viruses are microscopic organisms, smaller even than bacteria, which exist nearly everywhere on earth.

Viruses require a living host to survive and reproduce, such as plants, animals or humans.

They can have differing effects on different organisms, for example a virus that affects an animal may not have any effect on humans. In contrast, some viruses can transfer from animals or plants to humans and the other way around.

How a virus infects a host:

1. Virus enters the body.
2. Virus attaches to a cell.
3. Begins reproducing rapidly, often at the expense of the cell.
4. This leads to the virus moving throughout the body, infecting one cell after another.



A class of viruses known as coronaviruses are quite common, often linked to the common cold. Some strains of coronavirus can be quite dangerous and even deadly to humans such as those that cause Avian Influenza ('bird flu'), Severe Acute Respiratory Syndrome (SARS) and COVID-19.



These more dangerous strains of coronavirus are able to attack the body much more aggressively. One way that COVID-19 does this is by blocking specialised cells that would normally initiate immune system response (like a distress beacon being set off), meaning that the body is less likely to respond to the virus until it is much further developed.

## Review Questions

**3.**

Where in the human body can bacteria be found? Give 3 examples.

1.

2.

3.

**4.**

What are three common types of fungi?

1.

2.

3.

**5.**

Explain how a virus infects a host.

## 1.4 Contagious Diseases

Coming into contact with harmful pathogens does not automatically lead to illness or infectious disease.

Bacteria, viruses, fungi or other harmful microorganisms must go through the process of colonisation and infection before becoming an infectious disease.



At any point during this process, the affected individual's immune system may be able to fight off and eliminate the presence of the harmful pathogen. This could mean the individual is never aware of the presence of a pathogen due to a lack of symptoms.

However, pathogens are considered dangerous as they can lead to serious illness with potentially fatal outcomes.

### 1.4.1 Colonisation of Pathogens

Colonisation of pathogens is most easily defined as the presence of harmful microorganisms on a person's skin, in conditions which promote growth and reproduction but do not cause any damage or illness.

Colonisation is also at times referred to as the 'incubation' period.

Although the individual hosting the pathogens at this stage has no development or symptoms of infection or infectious disease, they can be transmitters of the pathogen to other people or possibly animals.



### 1.4.2 Infection

Infection begins when the pathogens find an entry point into the body.

The bacteria is now inside the body and continues to reproduce, in the right conditions this will lead to infectious disease.



### 1.4.3 Infectious Diseases

When a person (or animal) becomes ill from an infectious microorganism, it is called an infectious disease.

Some common infectious diseases you may have heard of are:

Infection Type	Infectious Diseases
<b>Bacterial</b>	<ul style="list-style-type: none"><li>◆ Whooping cough.</li><li>◆ Ear infection.</li><li>◆ Gastro.</li></ul>
<b>Fungal</b>	<ul style="list-style-type: none"><li>◆ Thrush.</li><li>◆ Nail infections.</li></ul>
<b>Viral</b>	<ul style="list-style-type: none"><li>◆ Chickenpox.</li><li>◆ Measles.</li><li>◆ Common cold/flu.</li><li>◆ COVID-19.</li></ul>

Infectious diseases are highly contagious and depending on the nature of the organism they can be spread from one person to another, animal to person and so on.

### Review Questions

<b>6.</b>	What is the 'incubation' period of pathogens also known as?	<input type="checkbox"/>



## 1.5 Spread of Infection and Disease

Pathogens that cause infections and infectious disease exist in many forms.

This means there are multiple ways that dangerous pathogens can be transmitted, some of which cause extreme reactions, ongoing illnesses or even death.

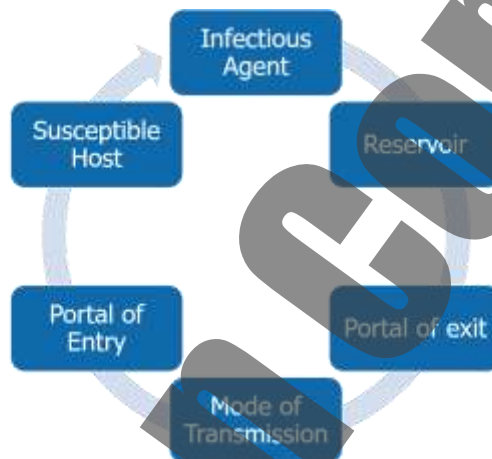
Certain individuals are more susceptible to infection and disease than others, such as very young and very old people. This depends largely on the nature of the virus and immune capabilities of the person affected.



### 1.5.1 Chain of Infection

The process of a pathogen or infectious disease spreading from person to person is known as the chain of infection. There are six (6) links in the 'chain' and in the right conditions, without intervention, this is what causes pathogens and infectious diseases to spread throughout the community.

The spread of a pathogen through the community may be stopped by interrupting any link of the chain of infection.



#### 1.5.1.1 Infectious Agent



Infectious agents are pathogens that may cause disease, such as:

- ◆ Bacteria.
- ◆ Fungi.
- ◆ Viruses.

These pathogens can be found in many places. They only become a problem when they leave their normal place and enter the body.

Some pathogens can last for years without a host whilst waiting for the presence of the right host (or reservoir) whereby the pathogen will begin the process of infection. The type of host varies depending on the pathogen.

The World Health Organisation advises that the COVID-19 virus may survive several days on surfaces such as plastic or stainless steel. Regularly cleaning surfaces with disinfectant can stop the virus from spreading further into the community through contact transmission.



### 1.5.1.2 Reservoir

A reservoir is the person or other lifeform (host) which the pathogen inhabits and possibly begins growing and reproducing. This could be:

- ◆ Animals.
- ◆ Plants.
- ◆ Humans.
- ◆ Soil.
- ◆ Water.

The host infected with the pathogen at this point may show symptoms of illness, although these may not be immediate depending on the nature of the pathogen. A fit and healthy person may be able to fight off an infection and potentially never display any symptoms.

The ability of the immune system to fight off an infection varies widely depending on the individual infected and the nature of the specific pathogen.

Regarding the current outbreak of COVID-19, it is important to monitor your health. If you develop any symptoms of respiratory illness (such as a cough or itchy throat) and/or if you develop a fever, you must seek medical attention and take steps to distance yourself from others (self-isolate).

Taking these steps will aid in breaking the chain of infection and stopping the spread of the virus further into the community.

Your workplace may have procedures in place for how they are addressing the outbreak and expectations of staff who show symptoms. It is recommended you familiarise yourself with these.



### 1.5.1.3 Portal of Exit

The pathogen exits the body through wounds or bodily fluids (such as exposed/open wounds or saliva).



Current evidence shows that COVID-19 exits the body through droplets that an infected person may cough or sneeze out.

Regarding COVID-19, a person can halt the spread of the pathogen at this stage by:

- ◆ Employing respiratory hygiene and cough etiquette procedures.
  - ◆ Coughing into your elbow or a handkerchief.
  - ◆ Using a mask or face shield.
- ◆ Maintaining correct hand hygiene practices.
  - ◆ Washing hands thoroughly or using hand sanitizer after having contact with other people or surfaces shared with others.
  - ◆ Using gloves when making contact with shared surfaces.

