

Australian Capital Territory

Corrections Management (Cleaning and Maintenance of Security Equipment) Operating Procedure 2008

Notifiable instrument NI2008- 455

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Cleaning and Maintenance of Security Equipment) Operating Procedure 2008*.

2 Commencement

This instrument commences on the day after it is notified.

3 Operating procedure

I make the

CLEANING AND MAINTENANCE OF SECURITY EQUIPMENT
PROCEDURE

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
19 September 2008



**Court Transport Unit (CTU)
Belconnen Remand Centre (BRC)
Symonston Temporary Remand Centre (STRC)
Periodic Detention Centre (PDC)**



CLEANING AND MAINTENANCE OF SECURITY EQUIPMENT PROCEDURE

Purpose	1
Authority	1
Scope	1
Procedure	1

Purpose

To describe the method for cleaning security equipment.

Authority

Legislation

Corrections Management Act 2007, section 14.

Scope

This procedure commences after each use of handcuffs and/or other security equipment and ends when it has been cleaned and stored by a Corrections Officer.

Procedure

Step	Action	Responsibility
<u>1</u>	Take appropriate Occupational Health and Safety precautions prior to, and following, the cleaning of security equipment.	All Corrections Officers
<u>2</u>	Security equipment must be cleaned immediately, or as soon as practical, following each use.	All Corrections Officers
<u>3</u>	Identify whether there are visible signs of contaminants.	All Corrections Officers
<u>4</u>	Where there are no visible signs of contaminants, wipe over the entire object using an alcohol based cleansing agent.	All Corrections Officers
<u>5</u>	Where there are visible signs of contaminants, remove by wiping with a disposable cloth or paper towel and dispose of into a bag for contaminated waste.	All Corrections Officers
<u>6</u>	Wipe down the security equipment using a dampened (not wet) cloth.	All Corrections Officers
<u>7</u>	Dry the security equipment and wipe over the entire object using an alcohol based cleansing agent.	All Corrections Officers
<u>8</u>	Where there are visible heavy and dried contaminants on security equipment, they should be soaked in a solution of soapy water or disinfectant. Soaking should be used as a last resort.	All Corrections Officers

<u>9</u>	Once the contaminant has softened, it is to be removed as per Step 4.	All Corrections Officers
<u>10</u>	Handcuffs must be thoroughly dried, ensuring the barrel contains no water residue.	All Corrections Officers
<u>11</u>	Once thoroughly dried, the barrel and both hinge joints should be treated with a small amount of graphite powder for lubrication.	All Corrections Officers

Step 1

The following must be adhered to:

- Staff must wear disposable latex gloves at all times when cleaning handcuffs and other security equipment.
- Gloves must be disposed of after use.
- Where there is risk of splashing, for example during the soaking of security equipment, a mask and/or protective eyewear should be worn.

Step 2

Cross contamination may occur following the use of security equipment. Therefore, it is imperative that security equipment is cleaned and decontaminated by the prescribed method following each use, minimising the risk of exposure to prisoners and staff at the CTU to infectious/contagious diseases. It is also important to follow the prescribed method in order to prolong the equipment's lifespan.

Step 3

After each use, check to see if the security equipment has any obvious signs of contaminants such as blood, saliva, body fluids or body products.

Step 4

The cleansing agent used should be a product that leaves no residue such as Methylated Spirits or Isopropyl Alcohol (i.e. Live Wipes that contain 70% Isopropyl Alcohol). This product should be readily accessible wherever security equipment is stored.

Step 5

Where there are visible signs of contaminants, remove by wiping with a disposable cloth or paper towel and disposing of into a contaminated waste bag.

Step 6

The cloth should be dampened in a weak solution of water and dishwashing detergent.

Step 7

Dry the security equipment and wipe over the entire object using an alcohol based cleansing agent. The cleansing agent used should be a product that leaves no residue such as Methylated Spirits or Isopropyl Alcohol.

Step 8

Where there are visible heavy and dried contaminants on security equipment, they should be soaked in a solution of soapy water or disinfectant. Soaking should be used as a last resort.

Note: Immersing handcuffs in water must be used as a last resort in the decontamination of handcuffs. This is to promote their longevity, as immersion in water can cause corrosion. Only soak handcuffs in cases where the handcuff has old, heavy or dried contaminants.

Step 9

Wipe over the entire object using an alcohol based cleansing agent. The cleansing agent used should be a product that leaves no residue such as Methylated Spirits or Isopropyl Alcohol.

Step 10

Handcuffs must be thoroughly dried, ensuring the barrel contains no water residue.

Step 11

Once thoroughly dried, the barrel and both hinge joints should be treated with a small amount of graphite powder for lubrication.

Date	Changes Made	Approved By	Signature