Corrections Management (PDC: Cleaning and Hygiene) Policy 2011

Notifiable instrument NI2011-398

made under the

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

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1   Name of instrument

This instrument is the *Corrections Management (PDC: Cleaning and Hygiene) Policy 2011*.

2   Commencement

This instrument commences on the day after it is notified.

3   Policy

I make the

PDC: CLEANING AND HYGIENE POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

Bernadette Mitcherson
Executive Director
ACT Corrective Services
12 July 2011

PERIODIC DETENTION CENTRE:

CLEANING AND HYGIENE POLICY

Purpose

To outline the policy for ensuring that high standards of hygiene and cleanliness are established and maintained in the Periodic Detention Centre (PDC); and to provide a safe and healthy environment for detainees, visitors and staff.

Authority

<u>Legislation</u>
Corrections Management Act 2007, section 14.
Crimes (Sentence Administration) Act 2005, Part 5.2

Policy
Principles

All detainees are responsible for their personal hygiene which is expected to be of a high standard. Detainees are required to keep their own cell/room clean and tidy. All detainees will be provided with the necessary equipment to maintain required standards of cleanliness.

During the induction process, all detainees will receive information on personal hygiene. This will provide basic health awareness with details of the standards expected by them.

Detainees will be appointed as cleaners. These detainees will be responsible for the cleanliness of the common areas.

Staff members who are responsible for either area cleaners and/or detainees in accommodation areas will:
- lead by example by ensuring that work areas reflect the expected standards;
- inspect all cells daily, ensuring the required standard is being maintained;
- address any non-conformance;
- ensure unit cleaners complete all duties as per the cleaning schedule and to agreed standards;
- not accept poor performance (accommodation staff are to discuss any reasons for poor performance); and
- ensure the storage, issue and use of cleaning equipment is strictly monitored and all such equipment is maintained.

Accommodation areas
Corrections officers are responsible for the cleanliness of all parts of the accommodation areas including exercise yards and entrance areas and for the general cleanliness and tidiness of the area compound.

Detainees will have access to:
- hot water;
- toilet and wash basin; and
- clean towels.

Staff Kitchen/Dining Area/Common Areas
Responsibility for the cleanliness of this area lies with the corrections officers.

Education/Programs
Assigned detainees will be employed to carry out the cleaning duties in these areas. Corrections officers working in the areas will be responsible for ensuring that the required standards are adhered to.

PDC Grounds
Detainees employed on the ground maintenance work crew will carry out cleaning/gardening duties for the main prison grounds, under the supervision of a corrections officer.

External Inspections
The Executive Director may direct an inspection of the PDC by a suitably qualified person to ensure that appropriate cleaning and hygiene standards are maintained.

Related policies and procedures
Nil

Version Control

Owner: Correctional Officer Grade 4 (CO4), Periodic Detention Centre
Document Location: http://www.legislation.act.gov.au/ni/current/c.asp
Review Cycle: This policy should be reviewed every 24 months or when associated ACTCS policies or procedures are amended.

Amendment History				
Version no.	**Issue date**	**Amendment details**	**Author**	**Approval**
1.0	July 2011	Initial policy	Governance Unit, ACTCS	Executive Director, ACTCS