

SSOW Title

SAFE SYSTEM OF WORK (SSOW)

Nappy Change Biohazard Response and Area Decontamination

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Author: ECEC Workforce Solutions

Approved By

(Nominated Supervisor)

Date: _____

WHS Officer Review

(Name + Role)

Date: _____



This document is a controlled safety instrument. All staff, cleaning contractors, and relief educators must read, understand and comply with this SSOW before performing nappy change or decontamination tasks.

Purpose, Scope & Hazards

Purpose

This SSOW applies to all workers responding to biological contamination in nappy change areas and performing routine cleaning and disinfection in ECEC services.

Scope Covers

- Routine post-nappy-change cleaning and disinfection
- Spill response to visible faecal or urinary contamination
- Enhanced disinfection during gastroenteritis outbreaks
- Waste handling and disposal
- Zone isolation and cross-contamination controls

Key Hazards Identified

Biological Exposure

Faeces, urine, vomit, and enteric pathogens — norovirus, rotavirus, Giardia, Salmonella, E. coli

Aero-Transmission Risk

Pathogen dispersal during bulk soil removal and wiping actions

Cross-Contamination

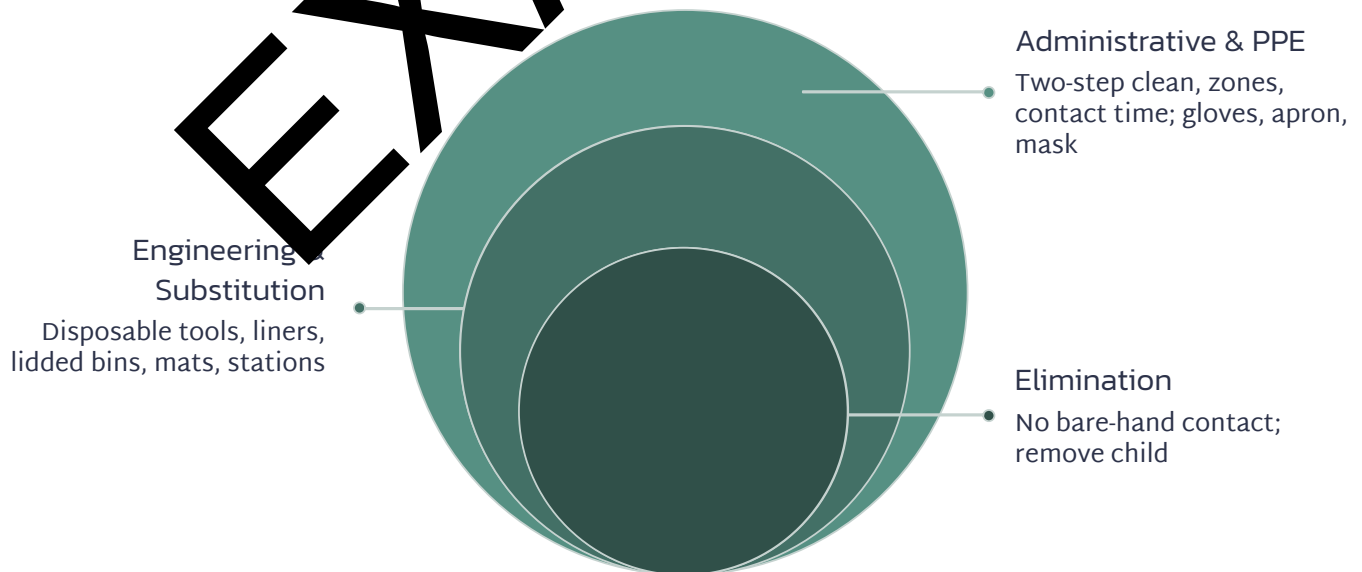
Spread to play, care, and food preparation areas

Chemical & Physical Hazards

Disinfectant exposure, slip/trip from wet floors, manual handling strain, ratio breach from role switching

Risk Assessment & Control Hierarchy

Hazard	Risk Before Controls	Risk After Controls
Biological exposure to pathogens	High	Low
Aerosolisation of pathogens	High	Low
Cross-contamination to other zones	High	Low
Chemical exposure from disinfectants	Medium	Low
Child access to chemicals or waste	High	Low
Slip and trip hazards (wet floors)	Medium	Low
Manual handling and ergonomic strain	Medium	Low
Role switching / educator ratio breach	High	Low



⚠ The hierarchy of controls is applied in descending order of effectiveness. PPE is the last line of defence and must **never** be relied upon as the sole control measure.

Control Measures

Biological Exposure & Aerosolisation

- **Elimination:** No bare-hand contact. Disposable gloves, wipes, and tools. Remove child immediately. Discard heavily soiled items.
- **Engineering:** Lidded foot-operated nappy bin. Non-porous change mat. Hand hygiene station at change station.
- **Administrative:** Change mat liner after every use. Two-step clean (detergent, then disinfect). Observe full contact time. **NEVER shake soiled items.**
- **PPE:** Nitrile gloves, impermeable apron, closed-toe footwear. Mask/eye protection if splash risk.

Cross-Contamination Control

- Nappy change area = **Red Zone** (biohazard). Physically separated from play/food areas (Green Zone).
- Colour-coded equipment. Red for change area only. Never used in other zones.
- Hand hygiene immediately after doffing gloves and before touching any child or clean surface.
- Dedicated change area trolley. Disposable wipes preferred over reusable cloths.

Chemical Safety

- Use pre-moistened, ready-to-use wipes. No on-site mixing at change station.
- Only approved products with accessible SDS. Correct dilution verified.
- Wipe application preferred over spray. **No spray in occupied areas.**
- Chemicals locked away. Never left unattended or within child reach.

Role Separation (Critical)

- Assign dedicated cleaner NOT counted in educator-to-child ratio.
- Educators perform immediate containment only — remove child, prevent access, notify staff.
- Full decontamination performed by operational staff, not educators in ratios.
- **If educator must decontaminate: full uniform change required before returning to care.**

Safe Work Procedure

⚠️ Pre-Task Checks: Confirm children are supervised and excluded from work zone. Confirm SDS available. Confirm correct product, dilution, and contact time. Don required PPE before commencing.

Routine Post-Change Clean (No Visible Soil)

01

Remove child from change station and secure supervision

02

Remove disposable liner into lidded, lined nappy bin. Close lid.

03

Clean change mat and high-touch points (rails, handles, taps) with detergent

04

Apply disinfectant. Observe full contact time.

05

Spot-clean and disinfect nappy bin and foot pedal

06

Doff gloves correctly. Perform hand hygiene with soap and water.

07

Record completion in cleaning log

Visible Contamination or Spill Response

01

Isolate zone. Keep children out. Place signage if floor affected.

02

Don full PPE (gloves, apron, mask, eye protection if splash risk)

03

Remove bulk soil with disposable material. Lift and fold inward. Seal in waste bag. **DO NOT SHAKE.**

04

Clean floor with detergent, then disinfect. Observe contact time.

05

Clean and disinfect change mat, table, and high-touch points

06

Double-bag if waste is leaking or heavily contaminated

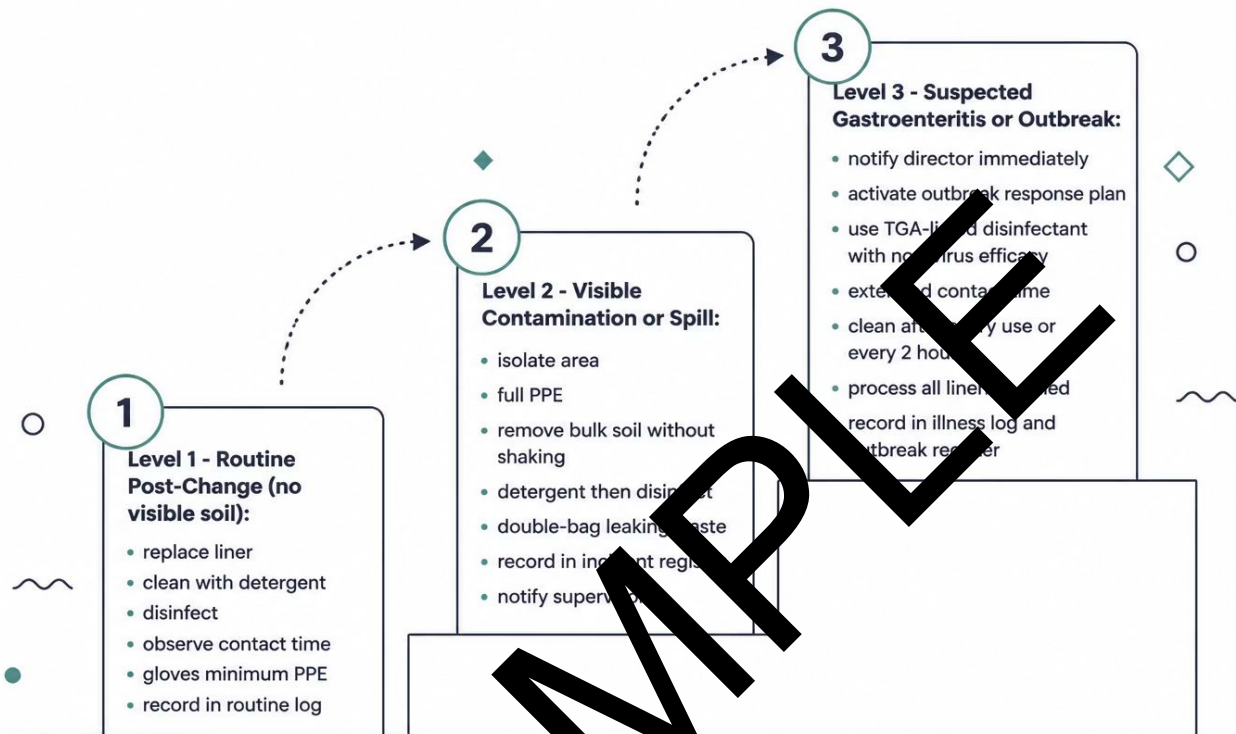
07

Doff PPE safely: apron → gloves → mask/eye protection. Perform hand hygiene.

08

Notify Nominated Supervisor if extensive, repeated, or linked to suspected illness. Record in cleaning log and incident register.

Response Levels & Outbreak Protocol



- ⊗ During a suspected gastroenteritis outbreak, escalate immediately to **Level 3 protocol**. Do not continue with routine cleaning procedures. **Director must be notified without delay** and the service outbreak response plan activated.

Prohibited Actions & Emergency Procedures

Prohibited Actions

- Mixing chemicals unless explicitly approved and documented
- Using unlabelled products or products not in approved register
- Leaving chemicals, equipment, or waste accessible to children
- Wiping disinfectant off before required contact time
- Performing cleaning without required PPE
- **NEVER shake soiled nappies, wipes, cloths, or liners**
- Using change area for food prep, play, or clean linen storage
- Rinsing contaminated items in handwashing sinks used by staff or children

Emergency Procedures

Splash to Eyes or Skin

Flush with water for **15 minutes**. Follow product SDS first aid instructions. Seek medical care if irritation persists. Report incident to supervisor.

Child Exposure or Ingestion

Call **000** if distressed. Call Poisons Information Centre **13 11 26**. Notify director and parents immediately. Bring product label and SDS to medical provider. Complete incident report.

No Dedicated Cleaner On-Site

Nominated Supervisor verifies ratio coverage before decontamination begins. Educator wears full PPE. Task performed room by room. Educator does not leave children unsupervised. **Full uniform change required** before returning to direct care. Record in cleaning log.

Quality Checks & Training Requirements

Minimum Quality Checks After Every Task

- Surface is visually clean — no soil remaining
- Disinfectant contact time fully achieved
- Waste removed and bin functional and clean
- Hand hygiene completed correctly
- Cleaning record completed — time, date, initials

Supervisor Verification (Minimum Monthly)

- Spot check of PPE availability and correct use
- Chemical controls — SDS, current products, correct dilution
- Waste controls — filled bins, sealed bags, removal pathway
- Zone separation and cross-contamination controls
- Observed practice against this SSOW

Required Training & Competency

1

Module 3

Infection Control — Cleaning and Biohazard Management

2

Module 12

Happy Changing Procedure as Biohazard Control

3

Module 2

Understanding Biological Hazards in ECEC

4

Module 5

PPE Selection, Use, and Disposal

5

Module 8

Safe Handling of Cleaning Chemicals

6

Module 14

Waste Stream Management

Practical Requirements: PPE donning/doffing demonstration. Chemical safety, dilution, and contact time verification. Supervisor sign-off on competency register. **Refresher training every 12 months** or after any incident.

Approved Products & References

Approved Products Register

Product	Use	Contact Time
[Insert pH-neutral detergent]	Routine cleaning	N/A
[Insert TGA-listed disinfectant]	Routine disinfection	[Insert]
[Insert outbreak-strength disinfectant]	Enhanced disinfection (gastro/norovirus)	[Insert]
[Insert pre-moistened wipes]	Routine post-change	Per label

Key Legislation & Standards

- Work Health and Safety Act 2011 (NSW) / WHS Regulations 2017
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011 (Regulation 113, 168)
- National Quality Standard (NQS) — Quality Area 2: Children's Health and Safety
- Staying Healthy in Child Care (NHMRC), 5th Edition

Related SSOWs

- IC-001 — Toilet/Bathroom Cleaning
- IC-002 — High-Touch Surface Disinfection
- IC-008 — Chemical Mixing Procedures
- IC-009 — Linen Handling

Document Control

Review every 12 months, after any incident/near-miss, when new products or equipment are introduced, or when legislation changes. **Distribution:** All staff, cleaning contractors, and relief educators.

DOCUMENT SIGN-OFF

SSOW-IC-010 / Version 1.0 / ECEC Workforce Solutions

Nominated Supervisor

Name: _____

Signature: _____

Date: _____

WHS Officer Review

Name: _____

Role: _____

Date: _____

Document Reference

Version

Issue Date

Next Review Date

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