

Infection Prevention and Control Policy

PURPOSE

This policy outlines E4 People's commitment to preventing and controlling infections associated with working within healthcare settings. It aims to protect E4 Workers, patients, and the broader community from infection transmission.

SCOPE

This policy applies to all E4 Workers, at all times and without exception.

POLICY

Responsibilities

E4 People will:

- Communicate Infection Prevention and Control standards and expectations to all E4 Workers prior to any placement
- Verify Host Employer's immunisation and health compliance requirements before placing any E4 Worker
- Provide or coordinate training on standard Infection Prevention and Control practices
- Maintain records of immunisation, Infection Prevention and Control training, health declarations, and exposure incidents
- Monitor updates from Australian health authorities and adjust this policy accordingly

E4 Workers will:

- Comply with all Infection Prevention and Control procedures and control measures
- Report any exposure risks, symptoms, or confirmed infections to E4 People and their Host Employer immediately
- Follow PPE requirements, hand hygiene protocols, and other infection control procedures
- Comply with any immunisation and health compliance requirements

Host Employer will:

- Provide orientation on site-specific Infection Prevention and Control procedures and expectations
- Ensure access to appropriate personal protective equipment, hand hygiene facilities, and infection control resources
- Communicate any exposure incidents, outbreaks, or site-specific risks to E4 People promptly

Infection Risk Management

E4 People acknowledges that healthcare settings may carry inherent infection risks. Prior to any placements, E4 Workers may be required to complete a health declaration form confirming they are fit for work. Please note, Host Employers may also carry out site screenings on arrival to check for fitness for work, and it is expected that E4 Workers comply with any onsite screenings.

Immunisation and Health Compliance

E4 People require all E4 Workers to maintain up-to-date immunisations including but not limited to:

- Influenza
- COVID-19

E4 Workers must also comply with any regulatory health checks mandated by relevant authorities.

Please note, E4 People maintain records of immunisation, training, and any exemptions. Any E4 Worker who does not meet immunisation requirements may not be placed until required compliance is completed.

Hand Hygiene

Hand hygiene remains a critical control measure to prevent the spread of infection. E4 Workers must wash their hands with soap and warm water for a minimum of 20 seconds before and after patient contact, after removing gloves, after touching contaminated surfaces, and before eating.

Please note, where soap and water are not available, alcohol-based hand sanitiser must be used.

Respiratory Etiquette

All E4 Workers must cover their mouth and nose when coughing or sneezing and dispose of tissues safely in designated bins. Additionally, E4 Workers must avoid touching their eyes, nose, mouth, or face with unwashed hands, as this can transmit infectious agents.

Environmental Hygiene

E4 Workers are responsible for maintaining a clean and safe work environment. This includes following all cleaning guidelines implemented by the Host Employer, ensuring that work surfaces are regularly cleaned, and that reusable equipment is properly disinfected before and after use.

Personal Protective Equipment (PPE)

E4 Workers must correctly use PPE in accordance with the Host Employer's policies and procedures. This includes, but is not limited to, gloves, masks, gowns, and eye protection. E4 Workers will receive training on the correct methods for donning, doffing, and disposing of PPE, and must comply with these procedures at all times to minimise the risk of infection.

Training and Competency

E4 People will provide training on infection prevention and control, PPE use and correct hand hygiene before placements. Please note, it is also expected that all E4 Workers comply with any additional site-specific infection and control training provided by the Host Employer.

Exposure and Incident Reporting

E4 Workers must immediately notify both their Host Employer and E4 People if they are exposed to infectious conditions or develop any symptoms. They must follow site directives regarding testing, isolation, and returning to work.

Should any E4 Worker fall ill, they must not attend any shifts and may be required to provide clearance prior to returning to work. Clearance may include but is not limited to a Medical Certificate and/or negative test result.

POLICY BREACH

Where a breach of this policy is identified, E4 People may take appropriate disciplinary action, up to and including termination of employment or assignment.

POLICY REVIEW

This policy will be regularly reviewed by E4 People and may be revised from time to time. Any necessary changes will be implemented by the Directors.