

# SKILLS CHECKLIST

## STACKABLE BOX SYSTEM

### SKILLS IN THE UNITS AND DEPARTMENTS

1. Seal/close lid of boxes correctly. The lid is closed by securing the larger lip on the lid under the rim of the top of the box, followed by firmly pressing on the opposite side of the lid where the lip is situated. If the firm press is insufficient, a light whack will make the lid snap into place.	
2. Hang lid on side of box and cover with the red liner or position lid next to the box.	
3. Put the correct liner size for the 50 litre and 100 litre box.	
4. Correctly seal three filled liners using a rubber band. To seal a liner, pull the two ends of the liner together, holding the opening away from the face. Gather the two ends together and securely fasten with a rubber band. To fasten the rubber band, hold the two sides of the band together to form a double band and then wrap the double rubber band around the gathered plastic liner. Pull the one end through the loop of the folded band and pull it tight. Fold the end of the plastic liner over and, opening up the rubber band, loop the ends over 3 - 4 times.	
5. Pick up the sealed boxes by bending the knees.	
6. Put the correct liner size in the box on the nursing trolley.	
7. Fit bracket to nursery trolley for reusable box.	
8. Fit bracket to to nursery trolley for sharps container.	
9. Put sharps container in the bracket on the nursing trolley.	
10. Clean all containers daily using disinfectant.	
11. Seal sharps containers when 3/4's full. Fold the flap forward and push into the hooded area until the flap is lying horizontal.	
12. Put sharps container in the bracket on the wall.	
13. Load sharps horizontally into the sharps container.	
14. Fit black liner in the basket on the wall.	
15. Stack boxes so that they fit into each other.	
16. Seal specicans correctly.	
17. Label specicans correctly.	

## **ADDITIONAL SKILLS FOR GENERAL ASSISTANTS**

1. Load 8 x 100 litre boxes into the trolley for internal transportation.	
2. Wear nitrile or yellow gloves when working with waste.	
3. Wear nitrile gloves and a good pair of shoes when transporting waste.	
4. Push or pull one trolley at a time.	
5. Weigh and record the weight of a filled trolley.	

## **SKILLS IN THE STORES**

1. Cap the sharps containers correctly.	
---	--

# *SKILLS CHECKLIST*

## **LINER / WHEELIE BIN SYSTEM**

### **SKILLS IN THE UNITS AND DEPARTMENTS**

1. Put the correct size red liner in the wall baskets, pedal bins and kick-about trolleys.	
2. Put a large thick red liner on the stands in the sluice rooms.	
3. Correctly seal three filled liners using a rubber band. To seal a liner, pull the two ends of the liner together, holding the opening away from the face. Gather the two ends together and securely fasten with a rubber band. To fasten the rubber band, hold the two sides of the band together to form a double band and then wrap the double rubber band around the gathered plastic liner. Pull the one end through the loop of the folded band and pull it tight. Fold the end of the plastic liner over and, opening up the rubber band, loop the ends over 3 - 4 times.	
4. Put the medium red liner in the basket on the nursing trolley.	
5. Fit bracket to to nursery trolley for sharps container.	
6. Put sharps container in the bracket on the nursing trolley.	
7. Clean all containers and stands daily using disinfectant.	
8. Seal sharps containers when 3/4's full. Fold the flap forward and push into the hooded area until the flap is lying horizontal.	
9. Put sharps container in the bracket on the wall.	
10. Load sharps horizontally into the sharps container.	
11. Fit the medium black liner in the basket on the wall.	
12. Put sealed sharps containers in the wheelie bins for collection.	
13. Seal specicans correctly.	
14. Label specicans correctly.	

## **ADDITIONAL SKILLS FOR GENERAL ASSISTANTS**

1. Load the sealed red liners and the sealed sharps containers only into the red wheelie bin for internal transportation.	
2. Only open the wheelie bin when loading. Do not overfill the wheelie bin.	
3. Securely close the wheelie bin when filled.	
4. Wear nitrile or yellow gloves when working with waste.	
5. Wear nitrile gloves and a good pair of shoes when transporting waste.	
6. Push or pull one cage trolley at a time.	
7. Weigh and record the weight of a filled trolley.	

## **SKILLS IN THE STORES**

1. Cap the sharps containers correctly.	
---	--