

ASTC102

Maintain personal hygiene standards when cleaning



Overview

This unit is about the standards of personal hygiene which are required when cleaning. As a cleaning operative you should always keep yourself and the area where you are working clean and tidy. This unit is also about personal protective equipment (PPE). It is about how to select and use PPE according to the task you are carrying out.

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Performance criteria

You must be able to:

- P1 keep your hair skin and nails clean and hygienic
- P2 wear clean clothes
- P3 follow your organisation's procedures on what jewellery and accessories may be worn
- P4 select appropriate PPE in line with manufacturer's instructions and organisational procedures
- P5 ensure the PPE you are using is clean and fit for use and changed when necessary in line with organisational procedures
- P6 use PPE in line with the health and safety requirements of the task and organisational procedures
- P7 deal with used PPE appropriately
- P8 follow your organisation's recommended procedures for washing your hands at all appropriate times
- P9 report cuts, grazes, skin conditions or illnesses to the appropriate person
- P10 ensure that cuts, grazes or skin conditions are covered with an appropriate dressing

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Knowledge and understanding

You need to know and understand:

- K1 why it is important to have clean hair, skin and nails
- K2 why jewellery and other accessories may cause a risk
- K3 the types of PPE which are available to you and how to access them
- K4 the types of PPE which are appropriate to the task you are carrying out
- K5 how PPE should be used and why it should be worn
- K6 the health and safety risks associated with the task you are carrying out
- K7 where and how to dispose of used PPE
- K8 why it is important to follow your organisation's recommended procedures for washing your hands at all appropriate times
- K9 why it is important to report cuts, grazes and skin conditions to the appropriate person
- K10 why it is important to report illnesses and infections, particularly stomach illnesses, to the appropriate person
- K11 whom to report cuts, grazes, skin conditions or illnesses to, and the procedure for doing this

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