



City of

# Saskatoon

## Public Works Operations Manual

### Standard Operating Procedures for Water and Sewer

#### WS-A02 Tool Disinfection

#### 1. Objective:

- 1.1. To remove all sources of contamination from tools and equipment commonly used for both water and sewer repairs.

#### 2. Scope:

- 2.1. This procedure includes routine disinfection of tools and equipment.

#### 3. Reference:

- 3.1. Saskatchewan Department of Labour – Occupational Health and Safety Regulation (1996) Section 87(4)(a, b) Personal Protective Equipment/General Responsibilities
- 3.2. WHMIS
- 3.3. City of Saskatoon Policy Number A04-011 (B)(4) - Safety Rules and Personal Protective Equipment
- 3.4. Environmental Management and Protection Act, 2002 - The Water Regulations
- 3.5. Saskatchewan Department of Labour – Occupational Health and Safety Regulations (1996) Part XXI – Chemical and Biological Substances

#### 4. Outstanding Issues:

- 4.1. Creation of a trainee manual, trainer's manual or work method checklist

#### 5. Approvals:

- 5.1. The Supervisor IV will approve the disinfection prior to using tools or equipment.

#### 6. Responsibilities:

##### 6.1. Supervisor IV

- i. Selects the equipment required to perform water testing and tool disinfection.
- ii. Acquires materials for tool disinfection.
- iii. Supervises all subordinate staff, while available to do so.
- iv. Ensures subordinate staff, are aware of, understand and follow all safety rules and regulations.
- v. Ensures proper cleaning methods are adhered to, by monitoring and/or performing them.
- vi. Inspects to ensure work area is clean, safe and tidy during and at completion the tool disinfection.
- vii. Ensures disinfection applicators are refilled.

## **6.2. Labourer**

- i. Complies with all safety rules and regulations.
- ii. Works unsupervised if required.
- iii. Removes debris from tools and equipment prior to disinfection.
- iv. Sprays items with sodium hypochlorite solution.
- v. Ensures sodium hypochlorite solution has a contact time of 7 to 10 seconds, or longer.
- vi. Ensures sodium hypochlorite solution does not dry on the item during contact time.
- vii. Scrubs items with a clean rag.
- viii. Rinses items with sodium hypochlorite solution.
- ix. Ensure items air dry before storing.
- x. Oil metallic items with biodegradable grease.

## **7. Inputs:**

- 7.1. Contaminated tools and equipment

## **8. Outputs:**

- 8.1. Disinfection of the watermain, tools and equipment

## **9. Control Mechanisms:**

- 9.1. Supervisor VI will discuss with the Supervisor IV the latest techniques or materials that may be introduced into this activity from other agencies.

## **10. Procedure:**

- 10.1. Supervisor IV will coordinate, select and acquire all required equipment and materials.
- 10.2. Before any work begins all staff must be wearing the safety equipment required by both *City of Saskatoon Policy Number A04-011 (B)(4) - Safety Rules and Personal Protective Equipment* and *Saskatchewan Department of Labour – Occupational Health and Safety Regulation (1996) Section 87(4)(a, b) Personal Protective Equipment/General Responsibilities*.
- 10.3. WHMIS procedures must be followed.
- 10.4. Any item that has come into contact with a sewer repair will be disinfected prior to use on the water distribution system.
- 10.5. The *Saskatchewan Department of Labour – Occupational Health and Safety Regulations (1996) Part XXI – Chemical and Biological Substances* must be followed.
- 10.6. Remove debris from tools and equipment before disinfection.
- 10.7. Spray each item completely with a minimum 5% sodium hypochlorite solution.
- 10.8. Ensure a 7 to 10 second contact time, longer if the solution is cooler than 24° C (75° F).
- 10.9. Do not allow sodium hypochlorite solution to dry during the 7 to 10 second contact time.
- 10.10. Scrub items thoroughly with a clean rag.
- 10.11. Rinse each item clean with a minimum 5% sodium hypochlorite solution.
- 10.12. Allow tools and equipment to air dry before putting into storage or returning to work.
- 10.13. Once tools are completely dry, they may be oiled or greased with biodegradable oil.
- 10.14. Ensure proper cleaning methods are adhered to.
- 10.15. Inspect to ensure work area is clean, safe and tidy during and at the completion of the tool disinfection.
- 10.16. Refill disinfectant applicator.

## **11. Associated Forms:**

- 11.1. Work Method Checklist