

CITY OF SASKATOON

Water and Sewer Section

<http://www.topwalls.com>



Tool Disinfection Trainer's Manual

CITY OF SASKATOON

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Preparation for Training

Resources for Training:

- i. A list of the staff requiring training.
- ii. Familiarization with training manual.
- iii. A meeting room.
- iv. Trainee manuals for staff.
- v. Copies of an “Uncontrolled” procedure, manual and Work Method Check List for each trainee. An “Uncontrolled” document has the word Uncontrolled watermarked across the page and no control number.
- vi. Video: Nuisance Organisms: The Basic Facts
- vii. Example copies of the following forms, for each trainee's manual:
 - Work Method Check List
- viii. TV, VCR, Presentation and presentation equipment.
- ix. Doughnuts and Coffee

Training Time Table

Session Number	Time	Activity	7:30am Start Time	8:00am Start Time
Session 1	15min	Introduction	7:30am	8:00am
Session 2	60min	Method and Techniques slide show	7:45am	8:15am
	20min	Video: Nuisance Organisms: The Basic Facts	8:45am	9:15am
Session 3	15min	Review Procedure and Forms	9:05am	9:35am

Session 1

Session 1 is the introduction. Start by introducing yourself, your name your position how long you have been with the City of Saskatoon and anything else you deem applicable. After your introduction discuss what they will be trained on, an example is given below.

Introduction

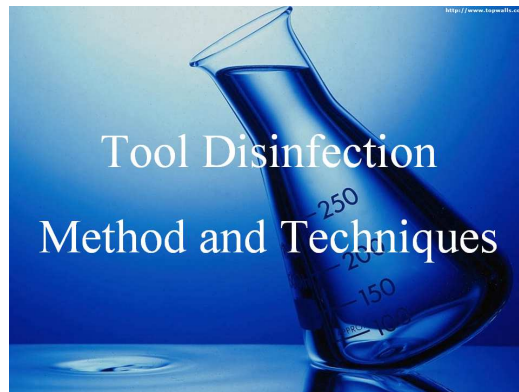
The objective of this course is to train staff on how to disinfect tools and equipment to meet current standards.

Session 2

Session 2 is the slide presentation. The Trainee Manual will be handed out at the beginning of this session. The overhead transparencies or power point presentation will be used. Show the slide and read any notes in the trainer's copy of the presentation. Feel free to discuss the slide further. Due to time restriction try to get through all of the slides in one hour.

Methods and Techniques

Slide 1



Slide 2

Disinfection

- Disinfect tools before use on the water distribution system

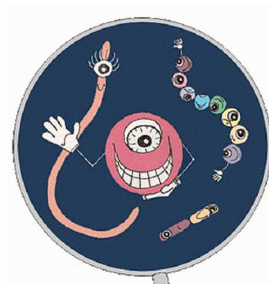


All tools must be disinfected prior to use on the water distribution system

Slide 3

Bacteria

- Sewers contain harmful bacteria



Tools used on a sewer repair carry harmful bacteria.

Slide 4

Water Quality

- Disinfecting minimized cross contamination



Disinfectant is used to kill bacteria and minimize the risk of cross contamination of the water distribution system.

Slide 5

MSDS

- The MSDS at public works stores

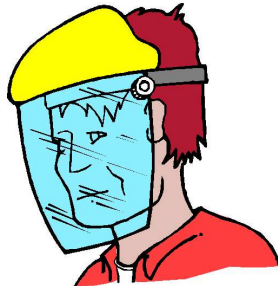


The MSDS sheet for the disinfectant must be followed. The MSDS sheet is located at public works stores.

Slide 6

Face Shield

- Use a face shield when handling disinfectant



A face shield must be worn when handling the disinfectant solution.

Slide 7

Applicator

- Use the disinfectant applicator



Ensure that the proper disinfectant applicator is used.

Slide 8

Excess Dirt

- Remove excess dirt



Clean off excess dirt with a rag and wire brush prior to soaking with disinfectant.

Slide 9

Spraying

- Spray tool.



Soak items with disinfectant solution (Min 5% Sodium Hypo-chlorite solution).

Slide 10

Contact Time

- Solution must contact items for at least 7 seconds



The disinfectant must contact the item for a minimum of 7 seconds.

Slide 11

Wipe

- Wipe item with a rag.



Scrub item with a clean rag, rinse with disinfectant solution.

Slide 12

Hang to dry

Let tools dry before use.

- Hang the item to dry



Slide 13

Fittings

Pipes and fittings installed on the water distribution system will be disinfected prior to installing.

- Pipes and fitting must be disinfected.



Slide 14

Spray Inside

Swab or spray the interiors of all pipe and fittings, particularly couplings and sleeves used in making the repair with a Min 5% hypochlorite solution before they are installed.

- Disinfect the inside of pipes and fittings.



Slide 15

Disinfectant

Fill the disinfectant applicator when required.

- Disinfectant barrel with hose



Slide 16

Stores

- The disinfectant will be refilled at stores.



The disinfectant solution can be found at Public Works/Yard Stores.

Slide 17

Lubricant

- Oil tools after drying



Oil tools after they have dried. A food grade lubricant must be used.

Slide 18



Slide 19

People

- Supervisor IV
- Labourer



A Supervisor IV and a Labourer are required for this task.

Slide 20



Slide 21

Wire Brush



The wire brush is used to clean off excess mud and debris

Slide 22

Applicator



The applicator is used to spray the hypochlorite solution.

Slide 23

Rags



The rags are used to wipe various items

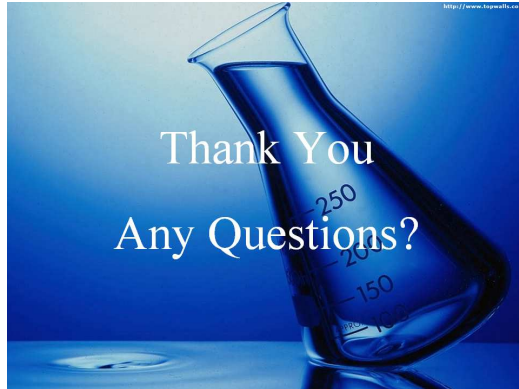
Slide 24

Oil



The oil is used to protect the tools after cleaning.

Slide 25



Stop and Show Video

Nuisance Organisms: The Basic Facts

Session 3

Session 3, review the procedure and all the required forms. Start by handing out all the forms, then review each. A general overview of the each is given below.

Procedure

The procedure is a document that focuses: the roles and responsibilities of the required persons, for a specific task and the critical steps of the task.

Procedures are used primarily during training for a task, and then mainly as a reference document. Procedures should be auditable by either inspection during the process or by review of an audit trail upon completion of the process. Procedures are not intended for use while the task is being preformed.

Work Method checklist

This form is taken to the job site and the critical steps are checked off as they are completed. The purpose of this form is to ensure none of the important steps are forgotten and to understand how each crew performs each task.

Uncontrolled