

Training-Program

(Education and training in cleaning, Hygiene, Desinfection and Rubbish-Management)

**Education and practical training in the pilot project will be 2013/2014
carried out as follows:**

A. Welcome and introduction to the training

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B. General educational inputs, knowledge and practice of Hygiene

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C. Basics and elements of cleaning

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D. Waste Management

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E. Introduction to ALERT / First Aid in everyday Live

(2 Days / outside Hospital)

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G. Practice Training with special exercises

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monthly plans / structure

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A. Welcome and introduction to the training

(Getting to know each other, informations about the conditions, structure and rules for the design and first further steps in a team development)

- Introduction-round and get to know each other
- Introduction of the subjects, modules and training plan for the Training (*Self-protection, safety at work, work clothes, rubbish management, etc.*)
- Explanation of the further conditions and rules
 - Requirements for participation and completion (*including attendance list, etc.*)
 - Together constitute a protected environment and keep it safe
 - Additional to the basic salary (conditions)
- Collection of important issues and concerns of the participants (*which succeeds in the daily practice? Which aspects sometimes are not so complete? Where are Questions and Problems? etc.*) from past practice

(3 hours)

B. General education inputs

General educational inputs on various important issues

- **Basics of sanitation** (*Hygienepass*) (*Background and context*)
(*Instruments of hygiene cleaning and disinfection*)
- **Definition of hygiene** [*origin and meaning ("healthy art") as well as examples from everyday life (animals, waste, food scraps, etc.)*]
- **Waste and its hazards**

Basic inputs to hygiene, disinfection and cleaning

- **Bacteria and viruses and routes of infection**
- **Bacteria, viruses and hygiene at the newly introduced rules (for hospital-internal cleaning) to hand over cleaned workclothing**
- **Hands and hand hygiene**
- **Sense, means and goals of hygiene, cleaning, disinfection and waste management in the commercial cleaning and specifically in a hospital**

(4 hours)

C. Basics and elements of cleaning and putting it into practice / practice training

This basic module provides theoretical and practical knowledge of building- and hospital-cleaning.

Goals

Participants get a good, practical introduction to the basics and elements of cleaning, and

- know the basics of cleaning
- can distinguish different types of cleaning
- can distinguish different types of dirt
- have elementary knowledge about existing cleaning agents and the use of cleaning agents and dosing
- know the information written on the existing cleaners danger symbols and can distinguish them in everyday work
- know different tools for cleaning and application
- are introduction into the four-color system and have tested this in their everyday work
- know methods for the maintenance and interim cleaning of different floor covering, wood, windows and equipment
- are familiar with the handling of existing manually operated cleaning equipment and machines, and can apply them in everyday work
- are instructed in the daily maintenance of the tools
- know the function room for the storage of equipment, their equipment and the applicable regulations
- have an ergonomically correct working posture consciously
- Self-defense known and proven in daily work and life

Methods

- abstracts
- exchange of experiences
- individual and group work
- demonstrations and instructions
- practical exercises under the guidance
- movies

Content

1. purpose / goals of building cleaning and specifically the hospital cleaning
(*cleaning, maintenance, disinfection*)

2. Types of Cleaning

- Overview cleaning
- Maintenance Cleaning
- Basic Cleaning

3. Dirt Types

4. Cleaning factors

5. detergents

- ingredients
- Using cleaners
- relevant hazard symbols and warnings
- Dosingsystems

6. Tools for cleaning

- Cleaning wipes and other tools and their use

7. Cleaning with four-color system

- Background of workwear delivery at the hospital (*and also laundry there*) for cleanliness, safety and protection (*self-and external-protection of patients, colleagues at work and family at home!*)
- **Background of the introduction of the four-color-system**
 - **The colors for equipment, resources, etc.**
 - **Rules for use of the detergent**
 - **Rules for the use of workwear, breathing masks and gloves** (*self and external protection patients, colleagues at work and family at home!*)
 - **Rules for the dilution of the detergent**

→ concrete practical implementation

8. Manually guided Cleaners and Tools

- broom
- brushes
- scrubbing brush
- Wet and damp-wipe-tools
- Wall Cleaning Equipment
 - Brushes, dust broom
 - duster
 - etc.

9. Function-room / space for the storage of equipment

- Furniture and equipment

→ concrete practical implementation

10. Working Principles

11. Motion sequences during cleaning of surfaces

12. window cleaning

13. Methods of floor cleaning

14. Non-textile flooring

15. Summary of the inputs on the basics of cleaning

→ concrete practical implementation

16. Repetition and tests

(11)

D. Rubbish Management

Goals:

After preliminary discussion of the needs of the current situation with the hospital management that leads from the top (by the presence in the course, including the presence of all other employees, care team, etc.) to the new system.

Methods

- x

Contents of Rubbish Management Support

Definition: What is rubbish?

a. „Rubbish is not refuse“

b.

c. Domains: street cleaning, rubbish collection, waste disposal cyclical, container management, container service, and cleaning / maintenance, rubbish disposal and their disposition of personnel and vehicles

d. materials: recycling of waste glass and waste paper, light packaging, electrical (electronic) scrap metal, batteries, car wrecks, biomass, construction waste

e. Classification of rubbish

f. Rubbish separation

g. Recycling, resource conservation, soil preparation, etc.

Composte organical rubbish

f. Rubbish storage

g. Rubbish disposal

h. treatment of hazardous rubbish

i. Determine rules

j. Determine places

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(6)

E. Introduction to ALERT / First Aid (2 Days / extern)

Goals:

The participants learn to assess an emergency situation properly, prevent further damage to patients and helping, to use the life-saving measures appropriate to the situation.

Methods

Lectures, demonstrations, exercises, repetitions, group work and experience

Contents:

a. Rescue-chain

Once an emergency situation is detected, the emergency forms the first link in the chain of survival.

The aim of the relief is to use the time until the emergency services arrive.

The Goal is to give optimal assistance.

The five elements of the rescue chain must be carried out in the correct order. The first three elements can be done by amateurs.

- An overview, rescue, alarming
- Self-protection, safety, hygiene
- Immediate life-saving measures
- further help

b. The life-saving measures

Every man can get into an emergency situation, in which is the help of others necessary. It is therefore natural, but also necessary that every man is able to afford another in an emergency, appropriate help - just relief.

c. International ABCD of Life Saving

A = Airways have to be free

B = Breathing

C = Circulation, Compression

D = Defibrillation

(8)

F. Working Safety

Goals:

Xxx

Methods

- Subject Librarians

Medias

- **Documents about the campaign "Just looked, well protected"**
-

Contents

Introduction and basics of the Occupational Safety

- Self-defense known and proven in daily life
- Step by step approach
- Breathing mask: rules and specific indicators
- Gloves: Regeln und spezielle Indikatoren
- Handhygiene
- Background to the introduction of Übergwändli and their delivery and laundry workplace for cleanliness, safety and protection (self-and external-protection ◊ patients, colleagues at work and family at home!)
- background of the introduction of the four-color system

Using ladders

Operate at altitudes

Work- and safety clothing

Use of machinery and equipment

Storage of detergents

Obligations of trainees / employees

Repetitionen

Relevant hazard symbols and warnings on detergents

four-color system in the practical work

PS: Some important areas such as hazard symbols ? And ? are already incorporated into other modules and here in module safety repeated.

(5)

G. PRACTICE Training with special exercises

Target:

Guided implementation of theoretical inputs from the areas A - F into daily practice.

Method

- practice - practice
- Feedback to the practice
- specific incidents in practice

Medium

In addition to monitoring, mentoring, guidance and short team-talks with the main objective of the practical training, it is in the everyday practice then some supponierte problems like "dirt" (blood, etc.), running from canister cleaners, litter from transporting a patient suddenly stands with large blood pool in the middle of way (to act as if there is no contract, but obviously there is a risk to other people?); dangerous situations with electricity, cable, and possibly further engine; Supponierte emergency situations with colleagues ; etc.)

Made possible

With financial Support of



**IBZ Industrie AG
CH - 8134 Adliswil**



Stadt Schaffhausen

And many private donors:

See → http://www.gv-hufm.ch/content/HV_VEREIN_SPENDERINNEN.

And itth donated equipment, tools, and resources (material donations) of



IBZ Industrie AG



3M (Schweiz) AG



**DRÄGER Safety Schweiz AG
8305 Dietlikon**



SCHÜLKE & MAYR AG, 8003 Zürich

 <p>Hagro Haushalt, 832 Wollerau</p>	<p>IVF HARTMANN AG CH - 8212 Neuhausen</p>
 <p>Kappeler, Verpackungssysteme CH - 3250 Lyss</p>	 <p>Bähler AG Orthopädie CH-8008 Zürich</p>
<p>spiess kühne</p>  <p>spiess + kühne ag Lagerhausstrasse 3, 8400 Winterthur</p>	 <p>SanArena Rettungsschule Zentralstrasse 12 8003 Zürich 044 461 61 61 www.sanarena.ch</p> <p>SanArena Rettungs Schule</p> 
 <p>Electrolux Schweiz AG Allmendstrasse 28, 6210 Sursee</p>	 <p>billerbeck Schweiz AG, 5525 Fischbach-Göslikon</p>
<p>Departement Soziales Winterthur</p> <p>Alter und Pflege</p> <p>Alterszentrum Rosental CH – 8400 Winterthur</p>	 <p>ARTLUX AG - Wiggermatte 6 - CH-6260 Reiden/Mehlsecken</p>

 <p>Banner Batterien Schweiz AG CH - 5746 Walterswil/SO</p>	 <p>Schlunegger AG Apparatebau CH-5300 Turgi</p>
 <p>Toolbox GmbH 8200 Schaffhausen</p>	 <p>TRISA AG, 6234 Triengen</p>
 <p>Bürstenfabrik Ebnat-Kappel AG Industriestrasse 34 CH 9642 Ebnat-Kappel</p>	 <p>WÄSCHEREI MARIANO AG CH - 8952 Schlieren</p>
 <p>CARLETTO AG, Spielwaren CH – 8820 Wädenswil</p>	 <p>Drogerie Heggli, Naturheilmittel CH – 8204 Schaffhausen</p>
 <p>WABOOL Produkte AG 6340 Baar</p>	 <p>Amt für Militär und Zivilschutz Uffizi da militar e da proteccziun civila Ufficio del militare e della protezione civile</p> <p>Zivilschutz-Ausbildungszentrum Meiersboden, 7075 Churwalden</p>

 <p>Marba Trade GmbH Ihr Partner für langlebige Textilien Marba Trade GmbH AROVA Gewerbezentrum CH-8247 Flurlingen</p>	 <p>Topolino Naturprodukte Schweizer Produkt Topolino Naturprodukte GmbH CH-5600 Lenzburg</p>
 <p>HIRSLANDEN SALEM-SPITAL Hirslanden Bern AG, Salem-Spital Schänzlistrasse 39, 3000 Bern 25</p>	 <p>EQUISA VERPACKUNGEN EQUISA Verpackungen 9469 Haag / Schweiz</p>
 <p>Unilever UNILEVER, Oral Care Team CH - 8240 Thayngen</p>	 <p>ÜBER 3500 PRODUKTE - FÜR GEWERBE, HANDEL & INDUSTRIE MEDEWO more . than . packaging MEDEWO AG CH - 5616 Meisterschwanden</p>
 <p>PANDINAVIA expect more. PANDANAVIA AG Industriestrasse 30, 8302 Kloten</p>	 <p>Mc Optik SCHWIZER IDEE Mc Optik, Schaffhausen</p>
 <p>sportanlagen ag wallisellen</p>	 <p>VIMCOM VIMCOM AG CH-8103 Unterengstringen</p>

Fachfragen - / Grundlagen / Links

Abfallmanagement

„Abfall ist kein Müll“ (*intern vorhanden*)

http://www.landkreis-emmendingen.de/PDF/Leitfaden_f%C3%BCr_Schulen_zum_Abfall.PDF?ObjSvrID=1406&ObjID=719&ObjLa=1&Ext=PDF&WTR=1&ts=1214392425

Abfall – Was ist Abfall ? (*intern vorhanden*)

http://www.awel.zh.ch/internet/baudirektion/awel/de/abfall_rohstoffe_altlasten/abfall.html

Abfallentsorgung: Informationen zur sicheren Entsorgung von Abfällen im Gesundheitsdienst (*intern vorhanden*)

http://www.bgw-online.de/internet/generator/Inhalt/OnlineInhalt/Medientypen/bgw_20themen/EP-AE_Abfallentsorgung_property=pdfDownload.pdf

Abfallentsorgung: **Rechtsgrundlagen / Gesetzliche Aspekte CH** (*intern vorhanden*)

<http://www.cusstr.ch/repository/105.pdf>

Abfallmanagement - Amt für Umwelt - Kanton Thurgau (*intern vorhanden*)

http://www.umwelt.tg.ch/documents/Mbl_TG20_Abfallmanagement.pdf

Abfall - Management im Betrieb: Amt für Umwelt - Abteilung Stoffe - Kanton Solothurn (*intern vorhanden*)

http://www.so.ch/fileadmin/internet/bjd/bumaa/pdf/stoffe/511_mr_02.pdf

Abfallmanagement in Unternehmen (*intern vorhanden*)

<http://www.abfallmanagement-optimierung.de/>

Abfall und diverse Aspekte der Abfallentsorgung (*intern vorhanden*)

<http://de.wikipedia.org/wiki/Abfall>

Abfall-Unterricht (*diverse Unterlagen intern vorhanden*)

Abfallwirtschaft in Städten und Gemeinden (*intern vorhanden*)

http://kommunale-infrastruktur.ch/de/Info/Dienstleistungen/Tagungen_und_Kurse/Archiv_Tagungen/Kurs_Abfallwirtschaft_in_Staeten_und_Gemeinden_Modul_3_vom_30._September1._Oktober_2010

Ablauf des Moduls Abfall & Energie (Energie Zukunft Schweiz) (*intern vorhanden*)

http://www.energiezukunftschweiz.ch/cms/liniee/schulangebote/abfall_und_energie/Ablauf_modul_Abfall.pdf

Bachelorstudiengang Abfallwirtschaft und Altlasten (Technische Universität Dresden) (*intern vorhanden*)

http://tu-dresden.de/die_tu_dresden/fakultaeten/fakultaet_forst_geo_und_hydrowissenschaften/fachrichtung_wasserwesen/studium/bachelor/stud_aa_ba

Einführung in die Abfallwirtschaft (*intern vorhanden*)

http://www.aw.tu-berlin.de/menue/studium_und_lehre/lehreangebot/#125352

Kostenminimierung durch Abfallmanagement im Krankenhaus: Vorgehensweise und Problembereiche beim Aufbau der Entsorgungslogistik

<http://www.ukc-umweltundkrankenhaus.de/Umweltinfos/Abfall/Abfall.html>

LAGA-Richtlinie über die ordnungsgemäße Entsorgung von Abfällen aus Einrichtungen des Gesundheitsdienstes

http://www.mugv.brandenburg.de/cms/media.php/2318/laga_rl02.pdf

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Lehrplan "Mensch und Umwelt" für die Primarschule (*Bildungsdirektoren-Konferenz Zentralschweiz*)
http://www.vs.ch/NavigData/DS_13/M14049/de/Lehrplan%20Mensch%20und%20Umwelt.pdf

Lehrplan für die Volksschule des Kt. Zürich (*PDF - Kanton Zürich – Lehrplan*)
http://www.vsa.zh.ch/internet/bildungsdirektion/vsa/de/schulbetrieb_und_unterricht/faecher_lehrplaene_lehrmittel0/jcr_content/contentPar/downloadlist_1/downloaditems/lehrplan.spooler.download.1341232608790.pdf/1103_ganzer_lp_ohne_broschueren.pdf

Leitfaden für ein betriebliches Abfallbewirtschaftungskonzept / Weniger Abfall = weniger Kosten
(*intern vorhanden*)
http://www.umweltschutz2.zh.ch/db/pdf/ZUP38-04_Abfallkonzept.pdf

Polyvinylchlorid (*intern vorhanden*)
<http://de.wikipedia.org/wiki/Polyvinylchlorid>

Standard-Lehrplan Berufsfachschule Gärtnerin oder Gärtner EBA (*Jardin Suisse*) (*intern vorhanden*)
http://www.jardinsuisse.ch/fileadmin/user_upload/download-center/2012-06-01_STLP_BFS_EBA_GaLa_D_1_LJ.pdf

Anlehre und Ausbildung (CH)

Früherfassung und Förderung leistungsschwacher Anlehr- und Lehr-Absolventen (*intern vorhanden*)

Standard-Lehrplan Berufsfachschule Gärtnerin oder Gärtner EBA (*Jardin Suisse*) (*intern vorhanden*)
http://www.jardinsuisse.ch/fileadmin/user_upload/download-center/2012-06-01_STLP_BFS_EBA_GaLa_D_1_LJ.pdf

Arbeitssicherheit

Stolpern: Kampagne der SUVA (*intern vorhanden*)
<http://www.suva.ch/startseite-suva/praevention-suva/sichere-freizeit-suva/antisturz-kampagne-suva.htm>

Stolpern, nein danke! (*intern vorhanden: SCHULUNG__GRUNDLAGEN__STOLPER-CHECK*)

Tinnitus, nein danke (*intern vorhanden*)
<http://www.suva.ch/startseite-suva/praevention-suva/sichere-freizeit-suva/tinnitus-nein-danke-suva.htm>

Desinfektion und Hygiene

Händehygiene: Neue Empfehlungen (*D. Pittet, Genf und A. Widmer, Basel*) (*Swissnoso Bulletin*) (*intern vorhanden*)
http://www.swissnoso.ch/wp-content/uploads/pdf/v8_4_de.pdf

Händedesinfektion im Blickpunkt. Maximaler Schutz, optimale Pflege. (Schülke)
http://www.schuelke.com/download/pdf/cde_Ide_Haendedesinfektionsbroschuere_borch.pdf

Neue Isolationsrichtlinien in den USA für Spitäler und andere Gesundheitseinrichtungen: Bedeutung für die Schweiz.
(*A. Widmer, Basel, N. Troillet, Sion und C. Ruef, Zürich*) (*Swissnoso Bulletin*)
http://www.swissnoso.ch/wp-content/uploads/pdf/v15_1_de.pdf

Waschen Sie Ihre Hände: Der richtige Weg. Wann sollten Sie Ihre Hände waschen? Was ist der richtige Weg, um Ihre Hände zu waschen? Was, wenn ich nicht über Seife und sauberem, fließendem Wasser?
<http://translate.google.ch/translate?hl=de&langpair=en|de&u=http://www.cdc.gov/handwashing/>

Händehygiene: Vom Ritual zur evidenzbasierten Infektprävention (*Tellmed*)
www.tellmed.ch/include_php/previewdoc.php?file_id=3228

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Phone: 0041 – 52 – 624 92 12 Mail: gv_hufm@gmx.ch

www.gv-hufm.ch

Hygiene knowledge <http://www.hygienewissen.de/pages/>

Händehygiene

Händehygiene: Neue Empfehlungen (D. Pittet, Genf und A. Widmer, Basel) (*intern vorhanden*)
<http://www.swissnoso.ch/de/bulletin/articles/article/handehygiene-neue-empfehlungen>

Händehygiene: Vom Ritual zur evidenzbasierten Infektprevention (*intern vorhanden*)
http://www.tellmed.ch/include_php/previewdoc.php?file_id=3228

Händedesinfektion im Blickpunkt – SCHUELKE (*intern vorhanden*)
http://www.schuelke.com/download/pdf/cde_lde_Haendedesinfektionsbroschuere_borch.pdf

HygieneWissen

<http://www.hygienewissen.de/pages/>

QUALITAETSSTANDARDS_fuer_die_Akutsomatik_und_Langzeitpflege__SANACERT_CH (*intern vorhanden*)

Reinigung

Sinn und Zweck / Ziele der Gebäude-Reinigung und speziell der Spitalreinigung (Reinigung, Pflege, Desinfektion)

Grundlagen der Reinigung

- Simpfendörfer, S. 28ff (*intern vorhanden*)
- Professionelle Reinigung (Teil 1 und Teil 2) (*intern vorhanden*)

Reinigungs-Arten (Sichtreinigung, Unterhaltsreinigung, etc.)

- Simpfendörfer, S. 31ff (*intern vorhanden*)
- Professionelle Reinigung (Teil 1 und Teil 2) (*intern vorhanden*)

Durchführung von Reinigungsarbeiten

- Simpfendörfer, S. 37ff (*intern vorhanden*)
- Professionelle Reinigung (Teil 1 und Teil 2) (*intern vorhanden*)

Reinigung von Bodenbelägen

- Simpfendörfer, S. 37ff (*intern vorhanden*)
- Professionelle Reinigung (Teil 1 und Teil 2) (*intern vorhanden*)

**Gemeinnütziger Verein „Hilfe, Unterstützung, Förderung und Motivation / Empowerment
für Menschen (GV-HUFM)
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Index annual programme

Pre-research / Session/ Interviews/ etc. (→ with translation)
Practice-Training / Practice-day / to watch/ to promote / to motivate / Feedback, Impulses and provide support during the implementation (→ with translation)
Internal education (→ with translation)
FIRST-AID (→ with translation)
Completion of the first education- and trainings- sequence

Annual programme 2013

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January		1 New Year's day	2	3	4	5	6
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Ruedi Steiger, Projektleiter**

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March					1	2	3
	4 Practice-Training <i>(Focus on operational safety, basics and elements of purification and waste management)</i>	5 D. Rubbish management <i>(2)</i> E. First Aid-Update <i>(2)</i>	6 Practice-Training <i>(Focus on operational safety, basics and elements of purification and waste management)</i>	7 C. Basics and elements of purification and cleaning / Practice-Training <i>(2)</i>	8 Womans-Day <i>(UNO-Memorial day)</i>	9	10
	11	12	13	14	15 Completion of the first training sequence	16	17
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