

Unhygienic Conditions Health and Safety Guideline

This guideline outlines Spencers Health and Safety procedures in managing unhygienic conditions.

This is recommended for Supervisors and Scopers. Also contains processes applicable to Administration and Subcontractors.



CONTENTS:

Mould..... 2

Toxic and nontoxic.....2

Toxigenic health effects..... 3

When is Mould hazardous? 3

Identifying Mould..... 4

Sampling and testing5

Assessing Mould..... 6

Manage Mould7

Contractor removal processes.....8

Biohazards 9

What are biohazards?9

Health effects9

Identifying Biohazards 10

What do they look like?.....10

Where can they be hidden?..... 10

Manage Biohazards..... 11

Syringes.....11

Sewage Waste Water..... 12

Blood/bodily fluids..... 12

Pests..... 13

Unsanitary conditions..... 14

Infectious diseases..... 14

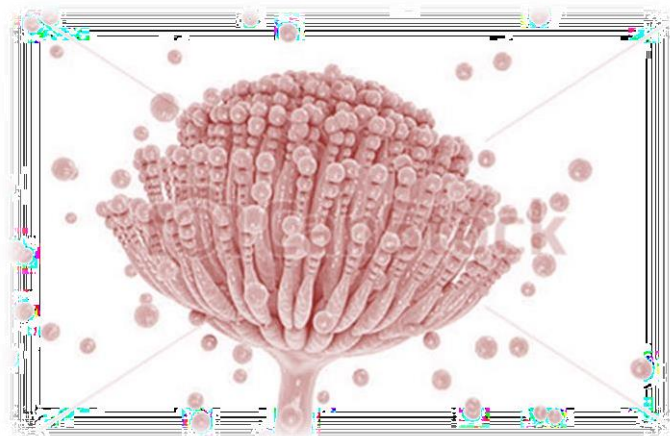
Medical conditions..... 15

MOULD

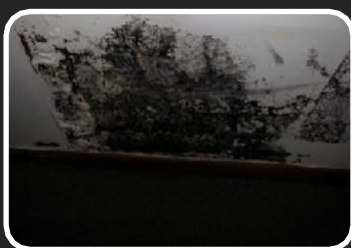


WHAT IS MOULD?

- Mould is a type of fungi that reproduces by producing countless airborne spores, giving it a similar effect to pollen and dust.
- Mould grows on any surface where water or moisture is present.
- Mould can grow on the surface of materials (superficial mould) or penetrate porous materials (penetrated mould).



TOXIC & NON-TOXIC



TOXIC STACHYBOTRYS/CHAETOMIUM

Produce toxins that can be harmful to people and only grow when a lot of water is present



NON – TOXIC CLADOSPORIUM/ACREMONIUM

Cause allergy type responses but are harmless to healthy people, unless exposed to large quantities

TOXENIC HEALTH EFFECTS

TOXIC MOULD

FATIGUE/GENERAL ILL FEELING • HEART/CIRCULATORY • SKIN ISSUES • REPRODUCTIVE SYSTEM ISSUES • WEAK IMMUNE SYSTEM • LIVER FAILURE, CAN BE FATAL • PSYCHOLOGICAL AND NEUROLOGICAL • RESPIRATORY/BREATHING DIFFICULTIES



WHEN IS MOULD HAZARDOUS?

PENETRATED MOULD

Penetrated mould is when the mould is growing through a porous material like: Plasterboard (gib). This is usually caused by very WET conditions.



EXTENSIVE MOULD

It is considered extensive when a very large area is covered with a very large amount of mould. Extensive mould is categorized as more than 50% coverage on one wall/ceiling and in more than one place.



IDENTIFYING MOULD

Mould can be found anywhere water or moisture is present but the key is to identify hazardous mould.

WATER LEAKS

FLOODING EVENTS/AREAS

HIDDEN



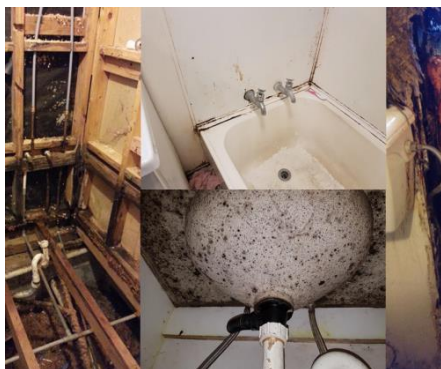
Plumbing pipe leaks



Poor drainage
Pooling water



Mould can often be hidden
behind wall linings



Bathrooms



Hot water cupboards



Kitchen/Laundry

Ceilings –Roof Leak



SAMPLING AND TESTING

Many moulds have similar characteristics which makes it hard to identify the type of mould by visual appearance. So when mould is extensive or where toxic mould is suspected we take a sample for testing (if approved by HNZN – email KOA to request approval to treat as toxic, OR to sample for testing.)

SUPERVISOR/SCOPER

1. Take a sample of the affected area using cello-tape (refer to the instructions in your sample kit for more info on how)
2. Complete the Mould/Fungi Checklist



Spencers Remediate Ltd		
Mould / Fungal Test Checklist		
Spencers Remediate Ltd 472-474 Russell Auckland 1014 Phone: 09 446 1249 Fax: 09 446 1249		
Site Address:	Client:	
Spencers Remediate Ltd	Job No:	
Contact Name:	Mobile:	
This form is to be completed for scoping and planning of all jobs where mould or fungal growth is identified.		
Procedures for obtaining samples:		
1. Place a piece of cellophane over the mould / fungal growth 2. Stick the sample container onto a piece of non-stick baking paper 3. Label with the location - room, wall, floor, ceiling, material type 4. Request approval from the client for testing 5. Contain the sample to Biodet Services		
Further testing of the property such as air sampling may be required.		
Sample Number	Room	Location (Wall, Floor, Ceiling, Material or Fitting)
Client notified:	Yes <input type="checkbox"/> No <input type="checkbox"/> Date	
Material Sampling Required:	Yes <input type="checkbox"/> No <input type="checkbox"/> Date	
Comments / Details / Room location		
Testing to be attended by:		
Biodet Services Unit K, 383 Khyber Pass Road Auckland Phone: 09 129 1249		
Signature:		
Copy of this form: 1. Job File 2. H&S Personnel 3. Client 4. Send with sample for testing		

3. Send checklist to Biodet Associates for testing. (Unit K, 383 Khyber Pass Rd, PO Box 99010, Newmarket).
4. Make sure the affected area is covered / isolated until results are confirmed to prevent spore release.
5. Results sent from Biodet to Safety@spencersnz.co.nz

ASSESSING MOULD

SUPERVISOR/SCOPER

Once mould has been identified our Spencers scopers/supervisors carry out a mould report. This helps you investigate the water source, find potential causes, investigate the extent of the mould and make the appropriate recommendations.

Spencer Henshaw Ltd Mould Assessment & Report			
Address:		Job Number:	
Assessor:		Date:	
Mould Assessment			
Superficial	Affected Rooms: <input type="checkbox"/> Bathroom <input type="checkbox"/> Bedroom(s) <input type="checkbox"/> Lounge <input type="checkbox"/> Kitchen <input type="checkbox"/> Dining <input type="checkbox"/> Laundry <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____		
	Do affected rooms get sunlight? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Has mould affected wallpaper? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Penetrated	Recommend strip wallpaper and paint? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Samples obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Suspected Stachybotrys? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Scale / Coverage	Mould/ Fungal Test Checklist attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Decontamination recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	LBP Structural Inspection recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Odor (Sus. Of hidden mould)	Small – Isolated Areas <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Medium (Usually within one room <25% of surface) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Extensive (Multiple rooms >25% of surface) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Potential Cause/ Recommendations			
Roof Leak	<input type="checkbox"/> Roof report recommended?	<input type="checkbox"/> Yes	If yes, please issue a new GNL job
Gutters	<input checked="" type="checkbox"/> Gutter clean recommended?	<input type="checkbox"/> Yes	
Foundation	<input checked="" type="checkbox"/> Possible cause in sub-floor?	<input type="checkbox"/> Yes	
Other Leak	<input type="checkbox"/> Plumber needed? Location: _____	<input type="checkbox"/> Yes	
Overhanging Trees	<input checked="" type="checkbox"/> Major wetting event / leak?	<input type="checkbox"/> Yes	
Drainage	<input type="checkbox"/> Tree trimming recommended?	<input type="checkbox"/> Yes	
Mechanical ventilation	<input type="checkbox"/> Drainage report recommended? <input type="checkbox"/> Yes Location: _____		
	Passive vents present? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Bathroom extractor fan present and working? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Tenant ventilation	Kitchen rangehood present and working? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Security stays present on windows? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Condensation	Tenant not opening windows? <input type="checkbox"/> Yes – TM to talk to tenant		
	Aluminium windows – drainage holes present? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Insulation	<input type="checkbox"/> Underfloor insulation present? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Hygiene/ Housekeeping	Type of insulation: _____	<input type="checkbox"/> No	Issue a GNL job if HN2C wants some installed
	Insulation in ceiling cavity present?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If insulation is present, is the insulation well spread out and in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Overall housekeeping standard	<input type="checkbox"/> Good <input type="checkbox"/> Bad		If no, please issue a WO job if HN2C wants some installed
	<input type="checkbox"/> Average		
Is the house cluttered? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Other Observations			
Number of occupants in the house: _____			
WD Interventions	Is the house carpeted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, please issue a WO job if HN2C wants some installed
	Does the house have thermal curtains?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are there any heat sources in the house? Type of heat source: _____	<input type="checkbox"/> Yes, but not used by tenant <input type="checkbox"/> No	
Windows/ Doors	Are the windows and doors in the property drafty? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please issue a new GNL job
	Recommend draft strips installed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Work Required			
Any work required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of Work	Mould Treatment <input type="checkbox"/>		
	Redec <input type="checkbox"/>		
	Bathroom Work <input type="checkbox"/>		
	Others – Brief description: _____ <input type="checkbox"/>		
Job lines entered into SHL system? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Photos taken? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Job lines and photos sent to HN2C for review?	HN2C to issue GNL for recommended work? <input type="checkbox"/>		
	HN2C to issue RSC job for recommended work? <input type="checkbox"/>		
HN2C to cancel this work order with no charge.			
Comments			
Name:		Signature:	

DO NOT DISCUSS:

Do NOT discuss the mould, condition of the property, potential health risks and / or work to be undertaken with the tenant or other people in the property.

This is a function that the client will solely undertake, manage and communicate to necessary personnel.

Any tenant queries – refer them to the client.

MANAGE MOULD

SUPERFICIAL MOULD: NON-TOXIC - *NO SIGNIFICANT RISK*



When there is superficial mould growth on nonporous surfaces it can be cleaned with a solution of vinegar, water and sugar soap. This can be done by the Cleaning Sub-contractors.

PENETRATED MOULD: NON TOXIC (up to 25% coverage) – *MODERATE RISK*



When there is small to medium mould growth penetrated through porous surfaces, affected materials can be removed and treated by our carpenters with Full PPE.

EXTENSIVE/TOXIC MOULD: TOXIC - *HIGH RISK*



When there is extensive mould growth penetrated through porous surfaces or **toxic mould** confirmed; the Health and Safety advisor will liaise with the scoper for managing the hazard. Affected materials will require a specialist contractor – CSS or ATL Group to remove and further testing of the property may be required.

MANAGE MOULD: Contractor Removal Processes.

SUPERFICIAL MOULD: NON-TOXIC *NO SIGNIFICANT RISK*

1. *Clean with a solution of:*
 - *5 parts vinegar*
 - *100 parts water*
 - *Add sugar soap*
2. *Mould treat the surface.*



PENETRATED MOULD: NON-TOXIC *MODERATE RISK*

1. *Wet/damp down the area.*
2. *Remove affected materials & linings.*
3. *Place all affected materials into black polythene weap and seal with tape.*
4. *Dispose of at normal waste facility.*
5. *Clean the surrounding area with solution of:*
 - *5 parts vinegar*
 - *100 parts water*
 - *Add sugar soap*



TRADES TO MAKE SURE:

- ✓ Polythene drop sheets
- ✓ Always use water suppression & hand tools
- ✓ Put all used materials into a sealed polythene bag
- ✓ Clean up as you go
- ✓ Correct PPE gear is worn – disposable overalls, gloves, P2 mask, shoe covers.

BIOHAZARDS



WHAT ARE BIOHAZARDS?

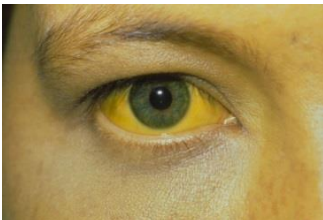
Biohazards are defined as any biological or chemical substance that is dangerous to humans, animals, or the environment. This can include body fluids, human tissue and blood, and DNA.

HOW CAN I BE EXPOSED AND WHAT ARE THE HEALTH EFFECTS?

You can be exposed via breathing in pathogens or coming into contact with them and then touching your nose or mouth. Exposure can also occur through open wounds or by ingesting contaminated food or water.

Bodily fluids containing even a small trace of blood can carry serious diseases including;

HIV • Hepatitis B Virus • Hepatitis C Virus • Bacillus Subtillis • Mumps • Ebola Virus • Many more



How to Protect Yourself: The best way to prevent illness is to eliminate your exposure to biological agents. Under normal circumstances this can be as simple as washing your hands often, staying up to date on your vaccinations, and regularly sterilizing surfaces in your home and at work.

IDENTIFY BIOHAZARDS

WHAT DO BIOHAZARDS LOOK LIKE?

There may be unexpected biohazards around that you have to identify and consider before or during scoping.



Sewage & Waste Water



Drug Paraphernalia



Rodents or dead animals



Blood/bodily fluids



Human and Animal excrement

BIOHAZARDS CAN BE HIDDEN ANYWHERE

Biohazards can be difficult to identify when hidden. It is important to be aware of some potential areas biohazards are found.



Soil Contamination



Water Contamination



Wall and Ceiling Cavities



Shelves/areas eyes can't see

MANAGE BIOHAZARDS

Biohazards are extremely unsanitary and it's important we follow the correct actions in managing them promptly and safely to avoid negative health effects and reduce property damage.

SYRINGES

People who inject drugs can spread viruses and diseases by sharing needles or drug preparation equipment that has been contaminated with infected blood. It is important we manage this risk accordingly.

(NEVER put your hands where you can't see!)

SCOPER/SUPERVISOR

In the event of 1-6 syringes found at once, this can be managed by the Scoper.

1. Put on your disposable gloves
2. Pick the sharp object up carefully with tongs, tweezers or pliers without touching the object.
3. Put in your sharps container and tightly seal



4. Dispose at chemist or hazardous waste facility

In the event of 6+ syringes, this will be handled by CSS or ATL, our specialist contractors.

1. **Notify the safety team** (All work on hold)
2. Assign CSS for clean up

Site restrictions will be lifted once all sharps have been safely removed and disposed of.

SEWAGE/WASTE WATER

A prompt response to sewer clean ups is important to reduce costs, property damage and negative health effects.

SCOPER/SUPERVISOR/CONTRACTOR/ADMIN PROGRAMMER

1. Scoper/Supervisor/Contractor to isolate – barricade/tape off the contaminated area(s).



2. Notify the safety team
3. Assign Contractor to remove waste, contain and isolate.

Minor exterior contamination: Drainage contractors to hydro-vac remove liquid waste and apply lime applications.

Major exterior contamination: Industrial cleaning and remediate contractors.

Minor interior contamination: Carpentry, plumbing, cleaning contractors to remove building materials, wipe down, or vacuum waste (minor non-porous surfaces, bathroom vinyl).

Major interior contamination: Industrial cleaning and remediation contractors. (Carpets contaminated with grey water (water has passed over soil) or black water (water contaminated with sewage) must be disposed of.

BLOOD/BODILY FLUIDS

You may come across blood and/or bodily fluids left behind at properties as a result from a number of accidents i.e- self harm, crime scene, deceased tenant, and injury, even tenants with a medical condition. It is important you are aware of the risks associated with bodily fluid contamination and exposure. *(see page 9 for health risks).*



BLOOD/BODILY FLUIDS (Continued)

SCOPER/SUPERVISOR/ADMIN PROGRAMMER

1. Do NOT touch the biohazard. Isolate the area using danger tape/signage.
2. Alert the contractors that all work is on hold until hazard has been removed and cleaned.
3. **Notify the Safety Team/HNZC**
4. Assign a specialist contractor to remediate. (CSS – Contaminated Site Solutions OR ATL Group).

PESTS

Pests are classified as anything from Lice and ticks to mice and cockroaches. Significant disease associated with rodents is Rickettsia (bacteria). Symptoms – rash, blisters, high fever, brain dysfunction.



SCOPER/SUPERVISOR/CONTRACTOR

1. Stop work
2. Assign pest control to treat the hazard prior to work continuing.
3. **Notify Client & Safety**

(If fleas or cockroaches, flea spray is provided to employees and contractors who were exposed).

UNSANITARY CONDITIONS - HOARDER & HUMAN/ANIMAL WASTE

Client's properties that are found to have extremely unhygienic conditions must be notified to the client as they may not be aware of the conditions.

What does it mean to be unsanitary?

Unclean surfaces • Poor Hygiene • Human or animal excrement • Bodily fluids • Excessive rubbish



SCOPER/SUPERVISOR/ADMIN PROGRAMMER

1. Do NOT touch the biohazard. Isolate the area using danger tape/signage.
2. Alert the contractors that all work is on hold until hazard has been removed and cleaned.
3. **Notify the Safety Team/Client**
4. Assign a specialist contractor to remediate. (CSS – Contaminated Site Solutions OR ATL Group).

INFECTIOUS DISEASE

Hepatitis A-B • HIV/Aids • Influenza • H1N1 • Avian • Meningococcal • Sars • Tuberculosis • Measles • Mumps • Rubella • Swine Flu • Bird Flu

When tenants or occupants have notified HNZN that they are sick and/or carry an infectious disease, the property becomes under quarantine. For as long as the property is in quarantine only urgent health and safety work is to be attended. Health and safety admin will admit a warning to the property file.

INFECTIOUS DISEASE (Continued)

ADMIN PROGRAMMER

For any job that is issued to a property in quarantine, the admin programmer must **forward to the Safety Team**. The Safety Manager will make an assessment on the urgency of the job and either approve or decline it.

If approved, employees or subcontractors will be obligated to attend wearing PPE Gear – gloves, disposable masks, glasses, disinfectant and cloth to spray surfaces before work, waste disposal bag for collection of used PPE.

MEDICAL CONDITIONS

Some tenants may have serious medical conditions where works could result in illness or further exacerbation of the condition. HNZN will notify us of these conditions so there will be a warning on the property file for caution.



ASSESS

How serious is the tenant's condition?

What is the job?

Does it need to be cancelled?

Could the job result in further illness?

PROCEDURES MAY REQUIRE:

Job cancellation or deferred.

Tenant to vacate for duration of the work.

Other measures to isolate or minimise exposure..

Where in doubt, CONTACT THE SAFETY TEAM for safe work assessment and procedure

