Animal health care service

Level - I

Learning Guide -21

Unit of Competence: - Support animal care cleaning activities

Module Title: - Supporting animal care cleaning Activities

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LO 1: Prepare materials, tools and equipment For cleaning activities

Instruction Sheet	Learning Guide #-

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Identifying the requiring materials, tools and equipment for cleaning activities
- Checking and reporting insufficient materials, tools and equipment.
- Using correct manual handling technique when loading and unloading materials to minimize damage.
- selecting and checking suitable personal protective equipment (PPE) prior to use
- Identifying and reporting OHS hazards in the workplace to supervisors.

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Identify the requiring materials, *tools and equipment* for cleaning activities according to lists provided and or supervisors' *relevant instructions*
- Check and report insufficient materials, tools and equipment are reported to supervisor
- Use correct manual handling technique when loading and unloading materials to minimize damage.
- Select and check suitable *personal protective equipment*(PPE) prior to use
- Identify and report *OHS hazards in the workplace to supervisor.*

Learning Instructions:

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1, Sheet 2, Sheet 3 and Sheet 4".
4. Accomplish the "Self-check 1, Self-check t 2, Self-check 3 and Self-check 4" in page -6, 9, 12 and 14 respectively.

5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in page -15.
6. Do the “LAP test” in page – 16 (if you are ready).

Information Sheet-1	Identifying the requiring materials, *tools and equipment*for cleaningactivities

1. Cleaning

Cleaning is the most important step in the disinfection process. If an item or material is not adequately cleaned, the application of disinfectant is a waste of time and money because soil (manure, dirt, secretions, and excretions) cannot be disinfected.

1.1 Tool: A tool can be any item that is used to achieve a goal.

1.2 **Equipment**: usually denotes a set **of tools** that are used to achieve a specific objective. A **tool** can be non-mechanical as well. However, when one says **equipment**, there is a certain mechanical aspect to it that cannot be ignored

1.3 Basic tools and equipment's for animal care and cleaning activities

Broom

- A **broom** is a cleaningtool consisting of stiff fibers attached to, and roughly parallel to, a cylindricalhandle, the **broomstick**. It is commonly used in combination with a dustpan.

Dustpan

- A **dustpan** is a cleaning tool commonly used in combination with a broom. The dustpan may appear to be a type of flat scoop. It is often hand held for home use, but industrial and commercial enterprises often use a hinged variety on the end of a stick to prevent the user from constantly stooping to use it.

Bucket

- A **bucket**, also called a **pail**, is typically a watertight, vertical cylinder or truncatedcone, with an open top and a flat bottom, usually attached to a semicircular carrying handle called the *bail*. A pail can have an open top or can have a lid.

Mop

- **Mop** (such as a **floor mop**) is a mass or bundle of coarse strings or yarn, etc., or a piece of cloth, sponge, or other absorbent material, attached to a pole or stick. It is used to soak up liquid, forcleaning floors and other surfaces, or to mop up dust, or for other cleaning purposes.
  - Water
  - High- and low-pressure sprayer,
  - Power or fuel for sprayer

Vacuum cleaner:

- A device that uses an air pump to create a partial vacuum to suck up dust and dirt

Water **Hoses**:

- Hollow tubes designed to carry fluids from one location to another.

Sponge

- Characterized by readily absorbing water and becoming soft when wet while retaining toughness

Dishcloth

- Used in the kitchen to dry dishes and other surfaces

Cleaning cloth

- Used to wipe the cleaning tools and equipment

Disposal pits

- A disposal **pit** is a way of **disposing** of household waste by burying it, after it has been reduced or recycled as much as possible. This helps prevent contamination of water supplies and breeding of flies and rats which may spread disease to people in the community.

2. Disinfectant

A disinfectant is a physical agent or chemical agent that destroys vegetative forms of harmful micro-organisms, usually on inanimate objects but sometimes on the coat or hooves of animals. It is important to note that not all agents work against all microorganisms and that most disinfectants are likely to be less effective against spores.

2.1 What to Consider When Choosing Your Disinfectant

There are four primary considerations you should evaluate when choosing a disinfectant to best meet the needs of your facility.

Effectiveness:

- Does a disinfectant kill the microbes and pathogens that are of top concern in your facility?

Kill Time:

- How quickly does a disinfectant product kill a specific pathogen? Does the product keep surfaces visibly wet in order to comply with these kill times.

Safety

- Is the product safe to use for people and safe for the surfaces it is being applied to?

Ease of Use

- Are the steps required to use a given disinfectant practical for your facility?

3. Detergents

Detergents are chemicals that are used to remove grease, dirt and food debris, such as soaps and washing-up liquid. They help us to clean by helping to dissolve and remove the contamination and hold it in solution. However, these are not designed to kill pathogens.

3.1Different types of detergent

1. Powder detergents are more effective than **liquid detergents** but liquid ones are more gentle on fabric and best for cleaning lightly soiled clothes. Detergents are also available in a **cake form**.

2 Soaps

Soap is a biodegradable cleaning agent (fatty acid salts) made by combining fats (animal or vegetable) with Lye (Sodium Hydroxide).

3. Home remedies

Baking soda, washing soda, Lime, Vinegar, Hydrogen Peroxide – there are many home remedies that we regularly use to clean things. Most of them can be used for clothes too. Dishwashing liquid is used as a spot stain remover, especially for oily stains.

4. Conventional Detergent:

Conventional Laundry detergent, like any other household product, can contain toxic chemicals and even carcinogens. The conventional detergents use chemicals to bring fragrance, the cleaning agents to make the laundry cleaner, the stabilizers to stabilize their shelf life, and bleach, brighteners and phosphates to make the detergents more

4. Liquid detergents:

Liquid detergents work great with water, especially in cold water. Before washing the clothes, they can easily be used to pre-treat stains also. However, the limitation with them is that being liquid, they can easily be overused and their packaging also creates more waste.

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Define

1. Disinfectant? (1 point)
2. Detergents (1pt)
3. Tools and (1pt)
4. Equipment (1 point)
5. List 6 tools and equipment used for cleaning activities (6)

Note: **Satisfactory rating - 10 points** **Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

Operation Sheet 1	Identifying the requiring materials**, *tools and equipment*for cleaningactivities**

Part 1

1. Prepare and identify cleaning materials for cleaning activities.

- Tools
- Equipment
- Detergents and
- Disinfectants

Part 2

Basic Steps of a Cleaning and Disinfection Protocol

There are proper procedures to follow in order to increase the efficiency of the C&D process. If surfaces are not properly cleaned, the disinfection process is ineffective. The basic steps of C&D include:

1) Remove all visible gross contaminants from people, vehicles, and all equipment.
2) Apply detergent solution onto the surface and allow sufficient time for the detergent to disperse. This allows for the breakdown of the different components of accumulated grime such as fat, protein, and manure.
3) Thoroughly rinse the surface using a hose or pressure washer while preventing cross contamination of clean surfaces. Residual detergent may interact unfavorably with the applied disinfectant.
4) Apply a standard-registered disinfectant to inactivate disease agents. Follow all safety precautions and use directions specified on the product label. The disinfectant must be left on surfaces for the required contact time per the label instructions.

Information Sheet-2	Checking and reporting insufficient materials, tools and equipment.

2. Insufficient materials

Insufficient materials, tools and equipment ordefective tools can cause serious and painful injuries. If a tool is insufficient in some way, check it after use.

- **Emptying**

Not all pieces of equipment need emptying; however garbage receptacles and vacuum cleaners need to be emptied regularly. Other pieces of equipment may need to be emptied of chemicals or other liquids before they are stored, eg floor scrubbers. Manufacturers' instructions should be followed carefully to ensure that equipment is maintained properly and remains safe for future use.

- **Dismantling and reassembling**

Dismantling equipment allows it to be meticulously cleaned – improving its effectiveness and often extending its life. It is important that all staff involved in this stage are fully trained to prevent damage to the equipment and reduce the risk of them injuring themselves.

- **Wiping over, washing and rinsing**

At the end of the business day, each piece of equipment should be wiped over and where appropriate washed and rinsed to prevent buildup of grime. Some items of equipment may also need to be dismantled before they are washed and rinsed.

- **Sanitizing and drying**

Any area that is in contact with bacteria must be sanitized. Sanitizing reduces the harmful bacteria. Before cleaning any area you should know which areas need to be sanitized and what chemicals are safe to be used. After equipment or work areas are sanitized they need to be dried. This can be done by either allowing them to air dry or

drying them with a towel. Air-drying is safe if the equipment is left in a well-ventilated area so the drying process is quick.

Small pieces of equipment can also be dried by washing them in a dishwasher which has a drying cycle.

Knives and scissors should be hand washed and towel-dried before storing. Eating Pots and calf pans should be hand washed and then hung up on hooks or placed on wire racks to dry.

- **Routine maintenance**

Every organization should have a maintenance schedule for items of equipment, which specifies when each item of equipment should be checked for maintenance. It is important that this schedule includes cleaning equipment and that all items of cleaning equipment are regularly checked for damage. Sub-standard cleaning equipment increases the risk of a breach and in the organization's hygiene standards.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the importance of checking cleaning materials? (3 points)
2. Write the stapes of checking cleaning materials (5 points)

Note: **Satisfactory rating – 3 and 5 above points Unsatisfactory - below 3 and 5 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

Information Sheet-3	Using correct manual handling technique when loading and unloading materials to minimize damage.

3. Handling techniques when loading and unloading materials

3.1 Material handling equipment

- Material handling equipment is designed to move, store, retrieve, and control raw materials and finished goods.
- Although material handling equipment is not used for processing, packaging or labeling, this category covers tools and containers as well as devices for preparing, loading, securing, moving, and unloading material.
- Types of material handling equipment include transportation equipment, positioning equipment, load formation equipment, and storage and retrieval equipment
- Transport equipment is a broad category of material handling equipment for moving good and materials from one location to another.
- Positioning equipment for material handling is used to move and position loads.
- These material handling systems consist of components such as belts, controls, chains, rollers, and sprockets. Industrial cranes are designed to raise and lower loads. Industrial trucks range from hand trucks and pallet jacks to automatic guide vehicles (AGVs) and order pickers.

3.1. Loading and unloading equipment

- When loading or unloading equipment, the work area shall be clear.
- When loading or unloading from a truck, the brakes will be applied and wheel chocks shall be placed.
- When unloading from a trailer, chock and lock the trailer legs.
- When unloading or loading materials using hoisting equipment, tag lines shall be used to guide materials onto trucks or off trucks.

- When backing to unload materials or load materials, a person shall be used to guide the truck into place.

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the purpose of correct manual handling when loading and unloading materials ? (3 points)
2. List some Handling techniques when loading and unloadingmaterials (5 points)

Note: **Satisfactory rating – 3 and 5 above points Unsatisfactory - below 3 and 5 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating:

Name: _____ Date: _____

Short Answer Questions

Information Sheet-4	Selecting and checking suitable personal protective equipment (PPE) prior to use

4. How to select and check suitable PPE prior to use.

- Workers must alert supervisors of hazards in the workplace and must wear the appropriate PPE to protect themselves from any hazards.
- Personal protective equipment (PPE) is used by workers in various work settings. Gloves, hard hats, safety glasses, ear plugs, aprons, laboratory coats, safety shoes, and respirators are all examples of PPE.
- When a hazard cannot be removed from the workplace, or when engineering controls are insufficient to control the hazard, PPE must be considered. PPE does not eliminate hazards from the workplace but places a barrier between the worker and the hazard. If the PPE fails or is not used properly, the worker will be exposed.
- There is a large variety of PPE available. It can range from simple safety glasses to full body suits. The selection and proper use of PPE is vital to health and safety on the job. The following is a current list of PPE recommended for use

4.1 Minimum Requirements

All employees entering work areas are required to abide by the following minimum requirements, depending on the work activity in which they are involved:

- Full length pants
- Long or short sleeved shirts (no tank tops)
- Footwear that covers the toes
- Long hair tied securely back
- Respiratory protection, if required
- Removal of all jewelry when using barrier protection
- Protective gloves required for activities where potential for hand injury exists

- Hearing protection if there is a potential for noise exposure.

Self-Check - 4	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How to select personal protective equipment prior to use and why? (6 points)

Note: Satisfactory rating - 6 points **Unsatisfactory - below 6 points**

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

Information Sheet- 5	**Identifying and reporting *OHS hazards in the workplace* to supervisors.**

1. Identifying Hazards and reporting to supervisors

- The hazards described here are commonly encountered in workplaces where animals are housed and/or treated: these include veterinary practices, wildlife sanctuaries and parks, zoos, animal shelters, stables, boarding facilities, pet shops.
- Working with animals can be dangerous business!
  - ✓ Physical and chemical hazards
  - ✓ Protocol related hazards
  - ✓ Allergens
  - ✓ Zoonotic diseases

Hazard	**Possible Harmful Effects**	**Possible Employer Action to Prevent Injury / Illness**	Preventative Action Students Can Take
Animals *Even usually placid animals may inflict injury if under stress or in pain.* *Animal behaviour is difficult to predict and may change without warning*	Bites, mauling, scratches (smaller animals) *and* Impact injuries such as fractures, crushing, bruising (larger animals)	Allow only□ experienced and trained staff to handle or restrain animals Instruct□ staff in safe animal handling, including recognizing 'warning' signs Label□ cages where an animal's behavior gives reason for concern Provide□ personal	• *Students must NOT handle animals unless the animal and the task have been assessed by their supervisor* • Don't approach any animal unless assured by your supervisor that it's safe

		protective clothing	
Autoclaves / sterilizers	Burns, scalding from steam	Ensure that only trained and experienced staff operate autoclaves Ensure regular plant maintenance	• *Students must NOT be exposed to any dangerous plant or equipment*
Animal enclosures, stalls and cages	Cuts from metal edges, manual handling injury, risk of infection and disease if areas housing animals are not frequently cleaned and disinfected	Ensure regular cleaning and maintenance Assess manual handling and redesign cages to minimize risk Provide wash-up facilities, instruct staff in personal hygiene	• Don't open enclosures, stalls or cages for any purpose unless the task (and the animal) has been assessed by your supervisor • Wear gloves when cleaning
Hazardous substances (drugs used in treatment, anaesthetics, cleaning chemicals)	Cytotoxic (cancer treating) and other drugs can cause illness. Short-term effects can include nausea, headaches	Follow strict handling, labelling and storage procedures for all hazardous substances Provide protective clothing (such as gloves) for staff	• Students must not medicate animals or handle any drugs used in animal treatment • Wear rubber gloves when using cleaning chemicals
Hazardous waste (soiled towels, swabs, syringes *etc*.)	Infectious diseases, cuts or 'needle stick' injuries; irritation to skin, eyes, nose or	Treat all waste as hazardous Arrange for safe	• Wear rubber gloves when handling soiled material

	throat	disposal into labelled containers Provide gloves where needed	• Don't handle syringes • Adopt good hygiene practices
Housekeeping	Slips, trips and falls as a result of slippery surfaces or things left on the floor or on the ground	Ensure that spills are cleaned immediately Keep work areas clear of items that could present impact hazards	• Follow procedures for cleaning up spills • Report any spills or obstacles
Manual handling	Musculoskeletal injuries (sprains and strains)	Assess every manual handling task Use mechanical aids or team lifts Train workers in manual handling	• Don't attempt any task if you think it may be difficult to do safely – ask for help!
X-rays (radiation)	Significant health risks, including cancers	Minimize potential for exposure to X-rays during radiography	• *Students must NOT be exposed to radiography processes*
Zoonoses (diseases caught from animals)	Diseases including hydatid disease, ringworm, Q fever	Minimize potential for zoonotic infections – training, safe work practices, vaccination	• Always wash up after contact with animals • *Students must NOT enter any workplace where Q fever has been reported*
Cuts	Infection	Ensure tasks with potential risk of cuts are assessed	• Wear protective gloves • Wash hands

		Provide protective gloves Provide appropriate washing facilities	immediately • Seek first aid immediately if needed
Allergies to animals or insects (*or* to animal feeds such as grasses)	Allergic reactions: asthma or other respiratory illness, skin reactions	Document any known allergies among staff members Prevent or minimize exposure – procedures must be established and followed by all workers Provide protective clothing	• Follow safe working procedures • Report any suspected allergic reaction to your supervisor, without delay
Sexual harassment, work place bullying	Emotional stress, fear and anxiety, physical illness	Establish work place policy Provide staff briefings or training	• Report any concerns immediately

Self-Check -5	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define zoonosis Diseases (1point)
2. List some possible harmful effects ofHazardous waste? (4 points)

Note: **Satisfactory rating – 1and 4 above points Unsatisfactory - below 1 and 4 points**

You can ask you teacher for the copy of the correct answers

Answer Sheet

Score = _____

Rating: _____

Name: _____ Date: _____

Short Answer Questions

References

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