



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.019 Program Area: Support Services Policy Section: Laundry
Issue Date: September 3, 2019 Review Date: Revision Date:	Subject: Sorting Soiled Laundry

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Sorting Soiled Laundry

PURPOSE:

To process the laundry in the most effective and cost efficient manner. Soiled laundry must be separated into categories. Sorting soiled laundry allows the operator to find and remove any foreign items which should not be placed into the washers or dryers.

<p><u>PROCEDURE:</u></p> <ol style="list-style-type: none"> Put on Appropriate Personal Protective Equipment (PPE). Soiled laundry from 'Additional Precautions' can be sorted using the same procedures and PPE as regular soiled laundry. Pick up a bag of soiled laundry and place it on the table or into the sorting cart. Open the closure of the bag. Empty the bag onto the table or into the cart. Using a fingertip grasp, pick up each item of soiled laundry and fully open or unfold the item. Place or lay the item into the 	<p><u>TEACHING POINTS:</u></p> <p>Gown or smock with long sleeves and elastic cuff and Puncture resistant gloves.</p> <p>Pick up only what you are comfortable lifting. If the bag is too heavy, open the bag and remove some items before lifting the bag.</p> <p>Do not 'shake out' the item or cause lint from the item to become airborne.</p>
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<p>appropriate cart. Do not throw or toss the item into the cart.</p> <ol style="list-style-type: none"> 8. Place the empty bag in the appropriate cart or container. 9. Garbage, foreign items and sharps found in the soiled laundry should be disposed of in the appropriate manner, documented and occurrence reports completed as required. 10. Grossly soiled laundry should be laundered separately from the 'regular' soiled laundry 11. Upon completion of sorting, the floor and sorting table should be cleaned, garbage removed and a fresh liner placed into the garbage can. 12. Remove PPE. 13. Perform hand hygiene 14. Fill out an Occurrence Report – ORG.1810.PL.001.FORM.01. If possible note the area the laundry was received from in the occurrence report. The occurrence report should be given to your immediate supervisor. 	<p>To prevent injury if sharps are found, do not 'grab' the laundry with your entire hand. Use fingertip grasp.</p> <p>Used incontinent products or other disposable items should not be placed into the soiled laundry.</p> <p>Grossly soiled laundry consists of laundry with copious amounts of bodily fluid or soil</p> <p>Foreign articles found in the soiled laundry must be cleaned and returned to the owners whenever possible.</p>
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EQUIPMENT/SUPPLIES:

- Personal Protective Equipment (PPE)
- Table
- Soiled laundry carts
- Lined garbage can

REFERENCE:

Occurrence Report – [ORG.1810.PL.001.FORM.01](#)