

HEALTHSHARE – DRAFT
ENVIRONMENTAL DUTY STATEMENT
AM TUG Shift



Date Revised	19/9/2025	Service Day/s	Monday – Sunday	Risk Rating	Priority Two
Department	Environmental	Dept Head Manager		Audit Frequency	Monthly
Date Approved:					

8 hour shift	1 x 20 minute tea break + 1 x 30 minute meal break
6 hour shifts	1 x 10 minute tea break + 1 x 30 minute meal break

NOTE: “COLLECT WET FLOOR SIGNS AS FLOORS DRY”

Policies, Supporting documents, Work instructions can be accessed via the CCLHD Environmental Services Intranet page

Primary Role

- Maintain a high standard of cleanliness and presentation of ward and areas
- Provide a service which is courteous, friendly, supportive and professional
- Ensure a safe work environment

SAFETY Component each shift

- Medical Gases ensure you check the labels and deliver the correct one
- Tug use check mirrors – stop for patients
- Lift - go slow around lift spaces
- Sharps ensure they are locked and loaded correctly
- Do not leave tubs, trolleys, tugs, in front of fire doors or walkways

Priority

- **Supervisor** – will liaise with Team Member for any special needs to run and or allocate additional tasks
- HAG2- Sign on and collect keys for lifts

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Routine	DUTIES
NOTE: Split hospital into 3 areas	<ul style="list-style-type: none"> ➤ Old side ➤ New side ➤ Tower
	Sign on and let the carp's supervisor know you are on shift
6.00am person 1	<ul style="list-style-type: none"> ● Initial Independent Task 1 ● Take the linen trolley to Birthing suite K5 and Remove / Replace red instruments tub and drop off at CSSD level 5 ● Remove Linen level 5 tower ● Theatres ● Remove full S32sharps containers, empty gas Cylinders ● Remove 660L Waste bins, Linen, full sharps, and empty gas Cylinders. ● Take all bins, trolleys, sharps & gases to Dock 3. Store appropriately
6.00am person 2	<ul style="list-style-type: none"> ● Initial Independent Task 2 ● Mobilize TUG & take Linen Trolley to Tower, excluding Level 5 – ● Proceed to ED Starting at L3 Remove Linen, full Sharp Containers & empty Gas Cylinders and all levels 1-9 of the Tower ● Assess Sharp & Gases on all Levels for later replacement ● Take all trolleys, Sharps & gases to Dock 3. Store appropriately
8.00am	<ul style="list-style-type: none"> ● Next – Old Side, Meet, Communicate, discuss the tasks ahead, Work independent and as a team. ● G3 & old Clinics disposals – Remove 660L waste bins, Linen, full Sharps & Gas Cylinders Take to Dock 3 Store appropriately. ● G4 & Old ED disposals – Same Procedures as above ● Note – G3 & G4 are High /Traffic Areas. Work together to ensure safety ● Note - Remove 660L Waste bins from all other Wards, Ward Disposals & locations from all levels (3-5) on old side ● Take note off all linen, full sharps & gases & remove the following round of the waste. Take to dock 3. ● Note -work in with WASTE TRUCK TEAM. Ensuring that all full 660L waste bins are placed at dock 3 prior to 8.00am for an even replacement and removal. Which caters to rotation for the needs of the WASTE TRUCK TEAM.

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	<ul style="list-style-type: none"> • Next – Old Side, Meet, Communicate, discuss the tasks ahead, Work together as a team.
8.00am	<p>First tower run together</p> <ul style="list-style-type: none"> • Mobilize TUG and take Linen trolleys, full gas Cylinders & empty sharps containers across to tower via Level 3 • As a team – remove linen from all levels and place appropriately at L3 dock for the driver to cart Linen trolleys across to dock 3 Linen Disposal room • Replenish / replace sharp containers, gases on all levels where needed • Remove Linen from Mental Health Unit • Once completed from dock 3 – Visit Theatre Disposal Room, ward disposal rooms on all levels of the old side. Assess items for removal prior to and after morning tea break
9.00am-9.20 am	20- minute break
9.20am	<ul style="list-style-type: none"> • As a team – Revisit Old Side wards remove 660L general and recycle bins and linen trolleys, sharps containers, gases and take to dock 3 Concentrating on heavier load wards including G3, H3, G4, G5, C4, D4 X Ray= B4 and Cancer Care
10.00 am	<p>Van run Monday to Wednesday outside an annexed area of hospital.</p> <ul style="list-style-type: none"> • Together we use a vehicle / van. This involves pick up and drop off, of store items to designated locations and blood / specimens from Sexual Health to pathology, (stores drop off may be required Thursday & Friday) Vehicle / van keys located in Linen Department – request keys for the vehicle / van and return promptly after use • Recommence removal and replacement of 660L general/Recycle bins and linen trolleys as well as full sharps containers form all wards to dock 3
11.00am	<ul style="list-style-type: none"> • Tower Second Run • As a team load new/empty sharps containers onto trolley provided. From level 9-1 and replace with empty trolleys to and from tower to dock 3 • Theatre. Return to theatres, remove all 660L general/Recycled bins and linen trolley to dock 3 • Replace/Replenish all 660 bins general and recycle bins, linen trolleys and sharps containers
12.00 noon	30-minute break
12.30pm	<ul style="list-style-type: none"> • Final run old side

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	<ul style="list-style-type: none"> • Separately returning to all wards/Level carry out and extensive final clean – up/removal of all 660 L bins General bins waste/ Recycle bins, linen trolleys and any full sharps containers and deliver to dock 3 • Replace • As a team – return to Theatre for a final clean out of all 660L general Waste/Recycle bins and linen trolleys. • 2nd check for Oxygen and gases, medical air etc. at Theatre. • Ensure that the empty gas bottles are taken to level 1 cage and stored appropriately Ensure there is enough stock for the PM shift on level 3 in readiness for the afternoon shift
	GAS Cage – Load all empty Gas cylinders onto steel pallets provided
	Load New/Full gas cylinders onto trolley for replacement from Cage 1 and return to dock 3
	All jobs sent by Carps need to be carried out promptly.
EXTRA -	Always check G3 often as it's busy and fills up
	Check oxygen and sharps, replace as needed
	Communicate waste driver throughout the shift
2.30pm	Finish Shift – sign off