

YMCA Victoria Safe Work Procedure

If whilst considering this document, an individual considers the content uncertain, ambiguous or otherwise in need of clarification, the individual shall not proceed and must seek advice from a representative of the Management or RESQG Teams.















Safe Work Procedure Title:	Fitting a face mask (Surgical, Cloth, P1 & P2 /N95)
Related Procedure:	OHS012-O (PR) – Personal Protective Equipment Procedure
Related Risk Assessment:	N/A
Sector:	All YMCA Victoria
Program / Area:	All where need to wear a mask to complete daily work tasks
Responsible Department:	RSEQG
SWP Developed By:	David Cullis HSE Manager
In Consultation With:	Wider HSE team
SWP Review Date:	N/A
Qualifications Required:	Nil
Level of training required:	All staff required to perform daily works tasks whilst wearing face mask must be trained on this SWP.

1. Hazards Associated with the Activity/Task

Identify each general Hazards associated with the Activity/Task by placing a ✓ next to it and ensure the hazard is adequately addressed within the Safe Work Procedure

Working Environment		Chemicals		Plant		People	
Lifting & moving objects	<input type="checkbox"/>	Hazardous substances	<input checked="" type="checkbox"/>	Vehicles	<input type="checkbox"/>	Safeguarding children & young people	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Dangerous goods	<input type="checkbox"/>	Plant movement	<input type="checkbox"/>	Communication	<input type="checkbox"/>
Slips, trips & falls	<input type="checkbox"/>	Inhalation	<input checked="" type="checkbox"/>	Suspended loads	<input type="checkbox"/>	Fatigue	<input type="checkbox"/>
House keeping	<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Hydraulic equipment	<input type="checkbox"/>	Stress	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	Bacteria	<input checked="" type="checkbox"/>	Electrical tools	<input type="checkbox"/>	Working alone	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	Spills	<input checked="" type="checkbox"/>	Lockouts / Tag outs	<input type="checkbox"/>	Personnel threat	<input type="checkbox"/>
Falling objects	<input type="checkbox"/>	SDS	<input type="checkbox"/>	Guards	<input type="checkbox"/>	Shared worksite	<input type="checkbox"/>
Electrical	<input type="checkbox"/>		<input type="checkbox"/>	Valves	<input type="checkbox"/>	Public	<input type="checkbox"/>
Confined spaces	<input type="checkbox"/>		<input type="checkbox"/>	Switches	<input type="checkbox"/>	Pedestrians	<input type="checkbox"/>
High level noise	<input type="checkbox"/>		<input type="checkbox"/>	Equipment failure	<input type="checkbox"/>	Training	<input type="checkbox"/>
Weather	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Procedure failure	<input type="checkbox"/>
Procedure failure	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

2. PPE & Essential Equipment Required

<input type="checkbox"/>  Uniform	<input type="checkbox"/>  Boots	<input type="checkbox"/>  High Vis'	<input type="checkbox"/>  Gloves	<input type="checkbox"/>  Hearing	<input type="checkbox"/>  Hard Hat	<input type="checkbox"/>  Safety Glasses	<input type="checkbox"/>  Sunglasses
<input type="checkbox"/>  Sun Protection	<input type="checkbox"/>  Respirator	<input checked="" type="checkbox"/>  Dust Mask	<input type="checkbox"/>  Face Shield	<input checked="" type="checkbox"/>  Face mask	<input checked="" type="checkbox"/>  Hand Sanitize	<input type="checkbox"/>  Safety Harness	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 First Aid Kit	 Fire Extinguisher	 Spill Kit	 SDS	 Lockout / Tag out	 Disinfectant		
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3. Description of Task / Activity

Suitable fitting a face mask to perform required daily work task(s)

- Face (Surgical) or cloth Mask
 - Where staff member providing **close contact supervision or care** (cannot maintain physical distance of >1.5m) for an unwell child, young person or patron or were said person has complex health needs. Where government recommendations for restricted areas that a mask should be worn where it is difficult to keep 1.5 metres apart from others.
- P1 & P2/N95 Mask
 - P1 - For work task(s) related to general particles such as dust, dirt & organic matter i.e. general cleaning, garden mulching etc.
 - P2/N95 – For work task related to fine airborne particles such as cement dust, smoke, virus and bacteria

		
Face Surgical Mask	P1 Mask	P2 / N95 Mask

Note – For chemical handling & dosing a suitable chemical respirator should be used (refer to specific SWP for using a respirator)

4. Safe Work Instructions for Task / Activity

Fitting of a face (Surgical / Cloth) mask (see Appendix One for pictorial fitting instructions & Appendix Two for Design and preparation of cloth mask)

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken loops.
- Position the coloured side of the mask outward.
- If present, make sure the metallic strip is at the top of the mask and positioned against the bridge of your nose.
- If the mask has:
 - Ear loops: Hold the mask by both ear loops and place one loop over each ear.
 - Ties: Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.
 - Dual elastic bands: Pull the bottom band over your head and position it against the nape of your neck. Pull the top band over your head and position it against the crown of your head

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- Mould the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your fingers.
- Pull the bottom of the mask over your mouth and chin.
- Be sure the mask fits snugly.
- Don't touch the mask once in position.
- If the mask gets soiled or damp, replace it with a new one.
- Fit any additional PPE as required i.e. glasses, gloves etc.

Cloth Mask Addition Use and Laundry instructions

- A cloth mask should be washed each day after use. However, if during the day your mask is visibly dirty or wet, do not continue wearing your mask; the mask needs to be washed.
- Re-using a cloth mask without washing is risky because it can become contaminated or may not be as effective in protecting you.
- Cloth masks can be washed in the washing machine with other clothes, or hand-washed using soap and the warmest appropriate water setting for the cloth.
- Your cloth mask should be dry before re-using it. You can use the heat setting on your dryer or lay out flat to air dry. If possible, place the cloth mask in direct sunlight. Wash your hands after handling used face masks

Fitting of a P1 & P2/N95 mask (see *Appendix Three for pictorial instructions*)

- Before putting on the mask, wash your hands for at least 20 seconds with soap and water, or use a hand sanitiser that is made up of over 60% alcohol.
- Check for defects in the mask, such as tears or broken elastic loops.
- Separate edges of the mask to fully open it
- Bend the nose wire as to form a gentle curve. The Nose wire represents the top of the mask
- Hold mask upside down to expose the two elastic loops / straps
- Using your index finger & thumb separate the two elastic loops / straps
- Whilst holding the loops/ straps cup the mask under your chin
- Pull the straps up and over your head
- Place & position the lower loop / strap at the base of your neck under your ears
- Place the upper loop / strap on the crown of your head so that it running above your ears
- Gentle press the nose wire down across the bridge of your nose until it fits snugly
- Continue to adjust the mask edges until you feel you have achieved a good and comfortable fit

Fit check each time you fit your mask

- Gentle inhale – When you breath in the mask should draw in slightly towards the face & collapse
- Gentle exhale – The mask should fill up with air, it's important at this stage that there are no air leaks around the mask, if so suitable adjust and retest.

Removal & Disposal of Mask

- When removing your mask, remember these principles
 - Avoid touching the surface of the mask.
 - Use the straps
- Remove in a downward direction away from your face. Slip your fingers under the straps of your mask at the back of your head, lift them clear of your hair and draw straps together.
- Lean forward and slowly lift the straps over your head, pulling the mask down and away from the face. Continue to hold the mask by the straps and drop into the waste container.
- An alternative method is to slip your fingers under the straps just in front of your ears. Being careful not to touch the front of the mask.



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8. Appendix One – Fitting of a face (Surgical / Cloth) mask

How to fit and remove a surgical mask

Fitting a surgical mask



- Position mask over mouth and nose



- Fasten ties or tapes above and below ears at back of head

Removing and disposing of mask



- With clean hands, untie or break ties at back of head



- Remove mask by only handling at the ties, then discard in appropriate waste



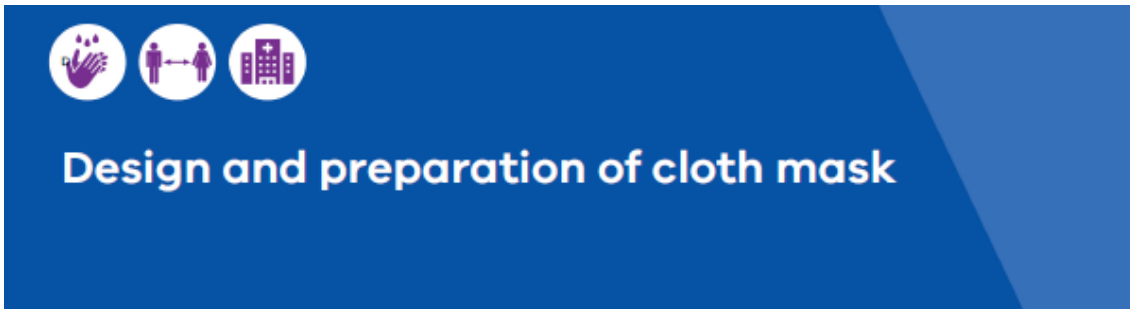
- Wash hands

When worn by a sick person, surgical masks limit the spread of droplets produced through talking, coughing or sneezing



Australian Government
Department of Health and Ageing

9. Appendix Two - Design and preparation of cloth mask



To make this cloth mask you will need:

Component	Quantity and dimensions	Material type	Example materials
Outer	1 piece, 25 cm x 25 cm	Water-resistant fabric (polyester/polypropylene)	<ul style="list-style-type: none"> • Clothing • Reusable 'green' shopping bags • Active wear (quick dry)
Middle	1 piece, 25 cm x 25 cm	Fabric blends (cotton polyester blend/ polypropylene)	A repeat layer of: <ul style="list-style-type: none"> • clothing or • reusable 'green' shopping bags
Inner	1 piece, 25 cm x 25 cm	Water absorbing fabric (cotton)	<ul style="list-style-type: none"> • Clothing
Ear loops	2 pieces, 20 cm each	Elastic or string or cloth strips	<ul style="list-style-type: none"> • T-shirt • Shoelaces

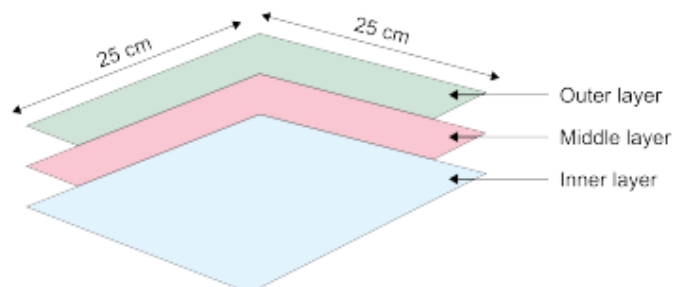
IMPORTANT: Make sure that all materials are intact and have not worn too thin or have holes in them.

Check the item's label tag to confirm the type of material. Material dimensions are approximate and sized for an average adult.

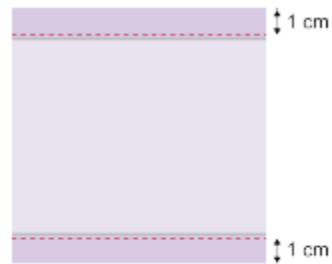
Steps

A. Cut out three 25 cm x 25 cm squares of each fabric.

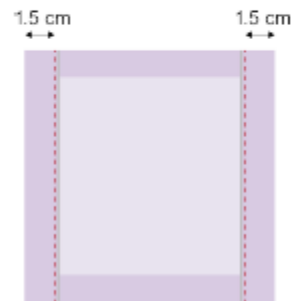
These will form the outer, middle and inner layers.



- B. Fold over 1 cm of material for the top and bottom hems and stitch (see red dotted lines).**

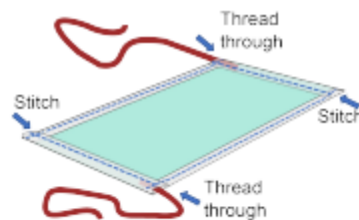


- C. Fold over 1.5 cm of material for the side hems and stitch (see red dotted lines).**

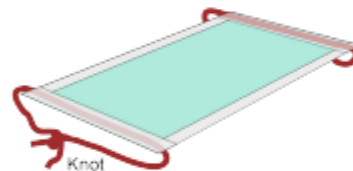


- D. Run a 20 cm length of elastic, string or cloth strips through the wider hem on each side.**

Use a safety pin or large needle to thread it through.



- E. Knot the ends tightly or stitch them together.**



10. Appendix Three - Fitting of a P1 & P2/N95 mask



1
Separate the edges of the mask to fully open it



2
Bend the nose wire to form a gentle curve. The nose wire represents the top of the mask



3
Hold the mask upside down to expose the two straps



4
Using your index fingers and thumbs, separate the two straps



5
While holding the straps, cup the mask under your chin



6
Pull the straps up and over your head



7
Place and position the lower strap at the base of your neck (under your ears)



8
Place the upper strap on the crown of your head so that it runs just above the top of your ears



9
Gently press the nose wire down across the bridge of your nose until it fits snugly



10
Continue to adjust the mask and edges until you feel you have achieved a good and comfortable fit

FIT CHECK

Gently inhale. When you breathe in the mask should draw in slightly toward the face and collapse



11

A 'fit check' must be performed each time a P2 or N95 mask is worn



12

Gently exhale. The mask should fill up with air. It is important at this stage that there is no air leakage around edges of mask.