TOOLBOX TALK AWARENESS PACKAGES

HAZ-IPC · Infection Prevention and Control Awareness

Product Overview

Audience: Care, health, education and community workers · Duration: 20–30 minutes

Version 1.0 · 15 November 2026

For care, health, education and community workers: how infections spread, hand hygiene, standard precautions, putting on and taking off PPE, sharps and body fluids, and staying home when unwell.

Workers in aged care, disability, health, early childhood, schools and community services are exposed to infections every day: from the people they care for, from body fluids and sharps, and from each other. Infections can make workers seriously ill, and workers can pass them on to people who are frail or unwell. Infection is a biological hazard that WHS or OHS laws require the business to manage like any other risk.

This talk covers how infections spread, hand hygiene and when to do it, standard precautions, putting on and taking off PPE in the right order, handling sharps and body fluids, what to do after a needlestick or splash, and why staying home when unwell protects everyone. It is awareness, not training in clinical procedures.

Learning outcomes

By the end of the session participants will be able to:

- Explain how infections spread at work: by contact, droplets, the air, and blood and body fluids
- Perform hand hygiene at the right moments, and choose between hand rub and soap and water
- Describe standard precautions, used every time with everyone, and when extra precautions apply
- Put on and take off PPE in the right order without contaminating yourself
- Handle and dispose of sharps and body fluids safely, and know what to do after a needlestick or splash
- Stay home when unwell, report symptoms and exposures, and know the controls the business provides

What it covers

Module	Covers
How infections spread	Contact, droplets and the air; Blood and body fluids; Who is at risk
Controls that work	Staying home when unwell, vaccination and safer sharps; Hand hygiene; Standard and extra precautions
Doing it right	Putting on and taking off PPE; Sharps and body fluid spills; Needlesticks and splashes: what to do

Activities

- Which moment: workers find the moments for hand hygiene in a short care routine
- On and off: workers put the steps for taking off PPE in order and spot where contamination can happen

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What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Is this infection control training for clinical procedures? No. It is awareness for every worker. Clinical procedures such as aseptic technique, wound care and injections, respirator fit testing, and managing an outbreak need their own training and your service's procedures.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Infection Prevention and Control Awareness

Clean hands, the right PPE, safe sharps, and staying home when you are unwell

20–30 minutes · Care, health, education and community workers

[Company name] · [Date] · [Facilitator name]

IPC

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What this talk is, and is not

This talk covers

- ✓ How infections spread
- ✓ Hand hygiene and standard precautions
- ✓ PPE on and off; sharps and body fluids
- ✓ Staying home when unwell

This talk is not

- ✕ Training in clinical procedures
- ✕ Respirator fit testing
- ✕ Managing an outbreak
- ✕ Our procedure: **[Our infection control procedure]**

Awareness only. Clinical procedures and respirator fit testing need their own training.

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How infections spread at work

- Contact: hands, surfaces and equipment, then your mouth, eyes or nose
- Droplets: coughs and sneezes, over short distances
- The air: some infections spread in tiny particles that stay in the air
- Blood and body fluids: through broken skin, eyes, mouth or a sharps injury
- Food and water: poor hygiene in kitchens and toilets

A composite example

- A worker helps a resident with gastro, then changes another resident's bed without hand hygiene.
- Two days later, three residents and two workers are ill. The worker came in that morning with an upset stomach herself.

Every route has a control that breaks the chain.

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Duties under WHS or OHS laws

The business must

- Manage the risk of infection, like any other hazard
- Provide hand hygiene facilities, PPE, sharps containers and spill kits
- Provide training, procedures and supervision
- Consult workers, and support staying home when unwell

You must

- Follow the infection control procedures and standard precautions
- Use the PPE provided, the right way
- Stay home when unwell, as your procedure says
- Report symptoms, needlesticks, splashes and missing supplies

Health, aged care, disability and childcare services also have their own infection control rules. Check yours.

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The order of controls for infection

1 **Elimination** Unwell workers stay home; vaccination where offered or required

2 **Substitution** Safer sharps: retractable needles, needle-free systems

3 **Isolation** Single rooms, cohorting, keeping unwell people apart

4 **Engineering** Ventilation, handwash basins and hand rub at the point of care

5 **Administrative** Hand hygiene, standard precautions, cleaning, procedures

6 **PPE** Gloves, gowns, masks, respirators, eye protection

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

Start at the top. PPE is the last line, not the first.

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TOOLBOX TALK · HAZ-IPC

Infection Prevention and Control Awareness

Participant handout · keep this

Infections spread at work by contact, droplets, the air, and blood and body fluids. They can make workers seriously ill, and workers can pass them on to people who are frail, very young or unwell. Keep this page.

Hand hygiene: the five moments

1. Before touching a person
2. Before a clean or aseptic procedure
3. After body fluids, or risk of them
4. After touching a person
5. After touching their surroundings

Hand rub or soap and water

- Hand rub most of the time, until dry
- Soap and water if hands are visibly dirty, or the procedure says (for example, gastro)
- No rings or watches during care; cover cuts

The order of controls

1. Unwell workers stay home; vaccination
2. Safer sharps devices
3. Single rooms, keeping unwell people apart
4. Ventilation, basins and hand rub at the point of care
5. Hand hygiene, standard precautions, cleaning
6. PPE

PPE on

- Hand hygiene
- Gown
- Mask or respirator (fit check)
- Eye protection
- Gloves

PPE off (hand hygiene after each)

- Gloves
- Gown, inside out
- Eye protection, by the arms
- Mask, by the loops or ties
- Never touch the front

Needlestick, cut or splash

- Wash skin with soap and water; rinse eyes; rinse mouth
- Report straight away: **[How to report an exposure here]**
- Get medical advice urgently

Stay home when unwell

- Vomiting, diarrhoea, fever, cough or cold: as your procedure says
- Tell **[Who to report to here]** before your shift
- PPE and spill kits: **[Where PPE and spill kits are kept]**

Clean hands, the right PPE, and stay home when you are unwell.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not training in clinical procedures, respirator fit testing or outbreak management.

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