



Guideline for sanitising equipment, machinery and vehicles

Be sure you comply with all workplace health and safety procedures especially when sanitising equipment, machinery and vehicles.

Sanitise equipment, machinery and vehicles regularly

Effective sanitisation is a two-step process: **clean and disinfect**

When there is a driver (or user) changeover and at the end of each shift, fully sanitise equipment, machinery, and vehicle. It is recommended that a cleaning log be used to ensure a regular cleaning schedule is maintained.

Sanitise high touch points intermittently through your shift and after you have stopped for refuelling or rest breaks.

Ensure the equipment, machinery or vehicle is in a suitable location where it can be cleaned without interruption

Put on new PPE, and ensure cleaning products are prepared fresh as per manufacturer's instructions

Put on new PPE (such as single use latex or nylon gloves, surgical masks, disposable plastic aprons) and cleaned reusable goggles. Make sure you have all necessary cleaning products and equipment ready and prepared fresh following the manufactures instructions.

How to sanitise equipment, machinery and vehicle surfaces

Remove and clean any spilt food or drink, mud, bodily fluids and walked-in matter. Use cleaning spray (or detergent) to clean surfaces. Pay particular attention to high touch points.

When sanitising, the method you use is dependant on the disinfectant you use. Make sure to use disinfectant wipes or spray with alcohol in a concentration of at least 70% chlorine bleach, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. Use one of the two methods to sanitise your equipment, machinery and vehicles, while complying with safety manuals and procedures.

*Using disinfectant wipes (**wipe-discard-wipe**)*

- **Wipe** the wet disinfection wipe thoroughly across the surfaces being sanitised.
- **Discard** the used wipe safely.
- **Wipe** the surface using a new disinfectant wipe and leave to dry as long as required by manufacturer (check wipe packet instructions for time).
- If necessary, do a final wipe with a clean cloth to buff the surface and remove residual liquid.

*Using disinfectant liquid in a spray bottle (**spray-wipe-spray**)*

- **Spray** the disinfectant spray on the surface to be cleaned.
- **Wipe** the surface using a disposable cloth to clean and remove foreign material.
- **Spray** a second time and leave as required by manufacturer (check bottle instructions).



Surfaces that should be sanitised

High touch points include, but are not limited to:

- fobs and keys
- steering wheels, transmission shifter, and handbrake
- internal and external handles, and inner door lining
- dashboard controls such as volume and heating knobs, mirror adjustment, window controls, and other control buttons
- indicator and wiper stalks
- arm and head rests
- electronic devices (fixed and remote)
- seat belts and seat release buttons
- any frequently touched components on the equipment, machinery or vehicle.

As this is not a complete list, please consider any other high touch points on the equipment, machinery or vehicle.

Clean the cleaning equipment (such as buckets, mop heads, spray bottles, etc)

Put on new PPE (such as single use latex or nitrile gloves, surgical masks, disposable plastic aprons) and cleaned reusable goggles.

Clean the equipment, such as buckets, mop heads, spray bottles with a new batch of cleaning and/or disinfectant solution and allow them to dry completely.

Ensure that any materials and equipment used are wiped clean prior to storage.

Launder reusable mop heads or cloths in hot water and allow to dry completely before reuse.

Dispose of waste appropriately

Dispose of all waste in the general waste bin and ensure solid waste is double bagged.

Ensure that appropriate PPE (such as single use latex or nitrile gloves, surgical masks, disposable plastic aprons and reusable goggles) are used for the disposal of any liquid waste.

Other useful information

- [Safe Work Australia's guides on how to clean and disinfect your workplace—COVID-19](#)
- [Queensland Trucking Association—COVID-19 Hygiene Awareness for Truck and Delivery Drivers Course](#)
- [Truck and delivery drivers sanitising checklist](#)

