



# Ironing Process Procedure (Foldmaker 35)

Procedure Number  
WCDHB-LDY-007

Version Nos:  
**3**

## 1. Purpose

This Procedure is performed as a means of ensuring that the ironing process is undertaken in a safe and efficient manner utilising the Foldmaker 35 machine.

## 2. Application

This Procedure is to be followed by all Laundry staff throughout the West Coast District Health Board (WCDHB).

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Staff Authorised To Perform Procedure

This Procedure shall be performed by:

- all laundry staff.

## 5. Resources Required

This Procedure requires:

- Ironmaker 35 machine

## 6. Process

### 1.00 Safety Precautions

- 1.01 Keep fingers away from moving belts.
- 1.02 Hair must be securely pinned above collar level and away from face or confined under a hat.
- 1.03 Loose clothing which could become caught in the moving belts must not be worn while using the ironer. Cardigans must be buttoned up.
- 1.04 Any machinery malfunction must be immediately reported to the Laundry Supervisor.
- 1.05 Operators are to change their working positions hourly to avoid boredom and repetitive strain injury.
- 1.06 Do not touch the hot pipes arising from the top of the machine.
- 1.07 The following safety features are to be found on the machine:
  - i) Input End – the machine will stop when the guard is pushed **INWARD**
  - ii) Output End – the machine will stop if the guard is lifted **UPWARD**



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### 2.00    Operating Process

- 2.01    The waxed cover is put through the machine at the start of each day, and after each break during the day. The cover is put through twice, once on the “L” side of the rollers and once on “R” using a roller speed of 10.
- 2.02    The cover is waxed each Monday morning:
- Calendar smearing wax is placed in the pocket of the cover;
  - as the cover is put through the machine, the wax melts and coats the fabric of the cover.
- 2.03    The speed of the rollers are adjusted to a pre-defined guide (taped to control panel) and vary according to the different categories of wash.
- 2.04    The rollers are raised when the machine is not in use and lowered before starting the machine.
- 2.05    Linen is put through the machine in categories i.e. sheets, pillowcases etc.
- 2.06    Linen must be damp when ironed.
- 2.07    Large items of linen require 2 operators. One operator guides each side of the item into the rollers. Large linen items are put in with edges equal distance from the edge of the roller belts to facilitate folding.
- 2.08    All other linen is controlled by 1 operator. 2 operators may work side by side on small items.
- 2.09    Linen may be folded as it emerges from the machine.
- 2.10    Prefolded linen emerges from the “R” side of the machine.
- 2.11    When prefolded linen emerges from the machine the operator is required to visually inspect each item and either:
- i)    stack for distribution; or
  - ii)    place in mending bag; or
  - iii)    place stained laundry in a “Milton” Bag or “Rust Stain” Bag.
- 2.12    Non-folded linen emerges from the long side of the machine.
- 2.13    When non-folded linen emerges from the machine the operator is required to visually inspect each item and either:
- i)    stack for distribution; or
  - ii)    place in mending bag; or
  - iii)    place stained laundry in a “Milton” Bag or “Rust Stain” Bag.



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### 7. Precautions And Considerations

- ➔ Hair must be securely pinned above collar level and away from face
- ➔ Operators are to change their working positions hourly
- ➔ Any machinery malfunction must be immediately reported to the Laundry Supervisor.

### 8. References

- Laundry Guidelines For Rest Homes And Small Hospitals (Ministry of Health)
- Health and Disability Sector Standards NZS 8134:2001 (Standards NZ)

### 9. Related Documents

- Wash Sorting Procedure
- Washing Process Procedure – Cherry Tree Braunex
- Washing Process Procedure – IPSO 234
- Washing Process Procedure – Seibt and Knapp
- Drying Process Procedure – Colmac Slim Line 1200
- Drying Process Procedure – Kamsin 1 – 4
- Drying Programmes Nos 1 – 3 Dryers
- Drying Programmes Nos 4 Dryer
- Respirator Instructions – Survivar Blue 2000

<b>Revision History</b>	<b>Version:</b>	3
	<b>Developed By:</b>	Laundry Supervisor
	<b>Authorised By:</b>	GM- Corporate Services
	<b>Date Authorised:</b>	October 2002
	<b>Date Last Reviewed:</b>	October 2006
	<b>Date Of Next Review:</b>	October 2008



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