



Ordering Of Laundry Chemicals Procedure

Procedure Number
WCDHB-LDY-002

Version Nos:
3

1. Purpose

This Procedure is performed as a means of ordering chemicals for the West Coast District Health Board (WCDHB) Laundry.

2. Application

This Procedure is to be followed by all Laundry staff throughout the WCDHB.

3. Definitions

For the purposes of this Procedure:

Laundry Chemicals is taken to mean all chemicals used within the WCDHB Laundry.

4. Staff Authorised To Perform Procedure

This Procedure shall be performed by:

- all laundry staff.

5. Resources Required

This Procedure requires no specific resources

6. Process

- 1.00 When required chemicals are to be ordered via a WCDHB Requisition Book.
- 1.02 The completed Requisition is sent to the WCDHB Stores.
- 1.03 When the new Chemicals arrive at the Laundry, they are to be signed in.
- 1.04 The new Chemicals are to be delivered into the Laundry Holding area.
- 1.05 Ordering is to occur in a manner to ensure continued supply of chemicals.

7. Precautions And Considerations

- ➔ Chemicals are to be ordered via a WCDHB Requisition Book
- ➔ New Chemicals are to be delivered into the Laundry Holding area.
- ➔ Ordering is to occur in a manner to ensure continued supply of chemicals.

8. References

There are no references associated with this Procedure



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9. Related Documents

- WCDHB Laundry Manual

Revision History	Version:	3
	Developed By:	Laundry Supervisor
	Authorised By:	GM- Corporate Services
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