



Wash Sorting Procedure

Procedure Number
WCDHB-LDY-002

Version Nos:
3

1. Purpose

This Procedure is performed as a means of ensuring that dirty linen is sorted in a safe and efficient manner.

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:

- dirty linen;
- sorting barrows
- scales

6. Process

1.00 Safety Precautions

- 1.01 Safety precautions associated with the sorting of dirty linen are to protect the operator from injury and to eliminate any risk of infection.
- 1.02 Gloves are to be worn when sorting infectious and foul linen.
- 1.03 An apron is to be worn within the sorting room and removed before leaving this area.
- 1.04 Safety shoes are to be worn at all times.
- 1.05 Ear muffs are to be worn when noise in the sorting room is excessive.
- 1.06 Open wounds on staff skin must be covered with waterproof dressings.



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2.00 Sorting

- 2.01 On arrival in the sorting room, the linen in white and green bags is to be sorted into bins as per required wash cycle as follows:
- sheets and pillowcases
 - towels and facecloths
 - miscellaneous cottons
 - food covers, aprons and tea towels
 - clean plastics, theatre linen, re plastic articles and
 - uniforms, overalls and whites
 - private washing
 - blankets
- 2.02 When sorted the laundry is placed into barrows as per the individual wash cycle.
- 2.03 Each barrow will take a maximum of 30kg (except for blankets (35kg) and infectious and foul linen (25kg)).
- 2.04 Barrows are to be weighed as they are filled. An empty barrow weighs 50kg, and a full barrow weighs 90kg.
- 2.05 Once the barrows have been filled they are taken to the washers.

7. Precautions And Considerations

- ➔ Safety precautions associated with the sorting of dirty linen are to be observed at all times
- ➔ Dirty linen is weighed in bins and washed as foul linen
- ➔ Barrows are not to be over-filled

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

- Washing Process Procedure – Cherry Tree Braunex
- Washing Process Procedure – IPSO 234
- Washing Process Procedure – XGO 50F Sea Lion 50kg
- Drying Process Procedure – Colmac Slim Line 1200
- Drying Process Procedure – Kamsin 1 – 4
- Drying Programmes Nos 1 – 3 Dryers
- Drying Programmes Nos 4 Dryer
- Ironing Process Procedure – Foldmaker 35
- Respirator Instructions – Survivar Blue 2000



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