



# Washing Process Procedure (IPSO 234)

Procedure Number  
WCDHB-LDY-003

Version Nos:  
**3**

## 1. Purpose

This Procedure is performed as a means of ensuring that the washing process is undertaken in a safe and efficient manner utilising the IPSO 234 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:

- IPSO 234 machine
- sorting barrows

## 6. Process

### 1.00 Safety Precautions

- 1.01 Ensure that the door is properly shut before operating.
- 1.02 As this machine requires manual addition of detergents, care must be taken when adding detergent solutions to the drum to prevent splashing.

### 2.00 Washing Process

- 2.01 Load machine with dirty linen.
- 2.02 Add detergent taking care not to splash detergent.
- 2.03 Close door firmly.
- 2.04 Select required programme by depressing the appropriate button on top right hand corner of machine.
- 2.05 Press start button.
- 2.06 The machine will automatically stop when the programme time has been completed.



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## 7. Precautions And Considerations

- ➔ Safety precautions associated with the washing process are to be observed at all times
- ➔ Care is required when adding detergent to prevent splashing of detergent
- ➔ Ensure door is closed firmly before starting machine

## 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 – 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
- Ironing Process Procedure – Foldmaker 35
- 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
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