

Module 5

HOUSEHOLD MANAGEMENT

- Goals of Homemaking
- Tips for Cleaning Effectively
- Bed Making
- Food Storage and Handling
- Kitchen Safety and Cooking Hazards

HOUSEHOLD MANAGEMENT







Please note: At all times follow the principles of **Back Injury Prevention** as set out in Module 2. If you have any questions of a specific nature, contact Compassion HomeCare Inc. immediately to discuss it with the Registered Nurse.

Goals of Homemaking

When working with a client who requires homemaking services, there may be several reasons you are needed:

- To help the family or individual cope during a crisis.
- To help the family or individual maintain family life and the home during a crisis situation.
- Work within the team of Health Care providers to provide assistance
- Ensure the home environment is free from accidents, disease and food-borne illnesses.
- Encourage the sick individual to resume responsibility for the home as soon as they are able.
- Help families to learn good homemaking skills.

Some of the **light** housekeeping tasks you may be expected to complete include:

-  Vacuuming
-  Laundry
-  Meal Preparation
-  Cleaning (floors, dishes, bathroom/kitchen)
-  Dusting
-  Garbage Disposal

Note: You are at no time expected to provide heavy cleaning, including lifting or moving furniture, removal of window coverings, snow shovelling, painting, wall papering, etc. A mop should be used for cleaning floors, not on hands and knees. When in doubt whether a particular task is appropriate contact your supervisor.

Important Areas to Clean

BATHROOM

- Toilets (outside, seat & bowl)
- Sink, faucet, soap dish & mirror
- Tub/shower & walls
- Floor (remove & shake out mats)

KITCHEN

- Floor
- Oven/stove & fridge (Monthly)
- Counter top & sink
- Drawers & cupboards (Every few months or as needed)

OTHER ROOMS

- Mirrors
- Dresser & table tops (Remove all items)
- Door knobs
- Radiators/heaters

Cleaners & Disinfectants

Most of your clients will have regular store-bought cleaners. Be sure you use each cleaner appropriately. This information can be gathered from the labels. Use gloves when appropriate.

Some inexpensive cleaners you may use if none of the store-bought cleaners are available:

- ⇒ Vinegar
- ⇒ Baking soda
- ⇒ Bleach
- ⇒ Dish detergent

Tips for Cleaning Effectively

VACUUMING

- Understand how to use the machine and attachments before beginning, read the manual for further information.
- Be careful not to bump or scratch clients furniture or walls.
- Move small furniture items such as stools to allow for a thorough job (*do not just vacuum around everything*).

DUSTING

- Use appropriate polishes for wood, electronics and special surfaces.
- Some clients may want you to dust with just a damp cloth (*ask!*).
- Remove items from surfaces and place in safe area before dusting, replace as found. (*Dust each item prior to replacing back on surface*).
- Use safe, non-abrasive cloths (ask the client what they would like you to use).

LAUNDRY

- Sort laundry by white, dark and colors (do not mix).
- Check all clothes tags for washing instructions.
- Use appropriate detergents and specific amounts for each load.
- Javex should be used carefully, and only with white items.
- Pre-treat spots & stains before washing.
- Use the correct water temperature.
- Dry clothes thoroughly.
- Fold all clothes immediately after drying.
- Hang clothes not suitable for the dryer (check with client)

 **GARBAGE DISPOSAL**

- Be sure all garbage is disposed of in a plastic bag.
- Know when your client's garbage day is, and ensure all garbage is put on the curb in time. If there are multiple bags to be placed on the curb carry in several trips with lighter load rather than one heavy load.
- Double bag any glass or sharp items & tins with sharp edges.
- Rinse tins before placing in garbage bag to discourage animals from tearing into bags.

 **CLEANING**

- Use hot water and desired cleaning agent.
- Clear area to be cleaned first (e.g. sweep floor, move items off counters/dressers).
- A mop should be used for cleaning floors, not on hands and knees.
- Rinse area thoroughly with clean hot water, change water throughout cleaning as needed.
- Replace any moved items as they are found.
- Throw all dirty water down the **toilet** (*not the sink*).
- Refrain from walking on the surface until area is completely dry.

 **DISHWASHING***If washing by hand*

- Use hot water and liquid detergent.
- Rinse dishes thoroughly with hot water.
- Let dishes air dry if possible.

If using a dishwasher

- Place on proper setting.
- Do not over-crowd dishes.
- Use only dishwasher detergent.
- Scrape loose food from dishes.
- Place knives and sharp utensils sharp-end-down.

Bed Making

When a person must spend extended periods of time in his or her bed, such as during illness, it is essential to make the bed as comfortable as possible.

A tightly-spread sheet and clean environment contribute to the client's comfort, well-being and prevent skin breakdown -- beds should be made with **no wrinkles** for all your clients.

- ☞ Keep the bed dry and clean – change linen when necessary or every 4-5 days.
- ☞ Keep the linen wrinkle free.
- ☞ Make the bed to suit each particular client.
- ☞ Wipe the bed clean of any food particles and crumbs.

TOP TEN BED MAKING TIPS

1. Use the linen the client has available.
2. Try to make the bed according to the custom of the house. If you must change the custom, explain your reasons to the client and family.
3. Do not use torn pieces of linen. It may tear even more and could be dangerous.
4. Do not shake the bed linen. Shaking spreads harmful germs to everything and everyone in the room, including you.
5. Never allow any linen to touch your clothes.
6. Dirty, used linen, should never be put on the floor.
7. Put dirty linen in the place agreed upon by you and the client/family.
8. Plastic draw sheets and disposable bed protectors may be use to protect the mattress.
9. Always use good body mechanics, no matter what kind of bed your client is using.
10. Remember You save time and energy by first making as much of the bed as possible on one side before going to the other side.

The Unoccupied Bed	The Occupied Bed
<p>Strip linens from the bed, place in a hamper or pillow case.</p> <p>Raise the bed – if possible.</p> <p>Flat sheets must be secured to keep the surface smooth (mitred corners).</p> <p>Turning sheet (if used) is next. Tuck securely under the mattress when not in use.</p> <p>Top sheet mitred corners at the foot of the bed to secure.</p> <p>Loosen the top linens at the foot of the bed to form a “pleat”-prevents restriction of feet.</p>	<p>The client is rolled from one side of the bed to the other, so that one side of the bed is made while the client lies on the other.</p> <p>Some means of securing the client’s safety must be used to prevent falls e.g. side rails, straight back chair or another person.</p>

Food Storage & Handling

GENERAL STORAGE POINTS

- Do not purchase more than you have room for.
- Keep refrigerator and freezer units in proper working condition.
- Clean and defrost periodically.
- Refrigerator temperature should be maintained between 36° to 40°F (2° to 4° C). Freezer temperature should be maintained at 0°F (-18° C).
- Check for date when buying perishables. Use packaged foods before expiry date.
- Discard foods which show spoilage.
- Keep foods in refrigerator properly covered or wrapped.
- Dry ingredients such as flour, sugar and pasta products should be kept in covered containers.
- Foods in refrigerator, as well as in dry storage, should have room around them for air circulation.
- Check dry storage areas periodically for insect and rodent signs.

SAFE FOOD HANDLING

- Keep **work surfaces clean** and the work area well organized and orderly so that each part of the work may be carried through to completion without hazard.
- Wash hands before handling food. **Open sores** or cuts on fingers/hands must be covered with clean bandages.
- Use only *clean utensils* in preparing, cooking and serving food.
- Use very hot water and detergent to **wash utensils and dishes**.
- Use *clean dishcloths and towels*. Air dry dishes, if possible.
- **Refrigerate** unused foods and clean up any spoilage promptly.
- **Cover all foods** that are refrigerated. Some foods have strong odours and will ruin the flavour of other more bland foods.
- Refrigerate warm foods before they cool. Prompt refrigeration **discourages growth of bacteria** that occurs when foods cool at room temperature.
- **Cook meats** to the temperature indicated.
- Use **leftovers** promptly.
- Avoid eating **eggs in a raw state**, especially if they are cracked.

- Use a **clean spoon** to taste food.
- Do not use **damaged cans** which have bulging ends or are rusty.

Safe Cooking Temperatures	
Ground Meat & Meat Mixtures	
Beef, Pork, Veal, Lamb	71° C (160° F)
Turkey, Chicken.....	74° C (165° F)
Fresh Beef, Veal, Lamb	
Medium Rare.....	63° C (145° F)
Medium.....	71° C (160° F)
Well Done.....	77° C (170° F)
Poultry	
Chicken & Turkey, whole.....	85° C (185° F)
Poultry parts	74° C (165° F)
Duck & Goose	74° C (165° F)
Dressing/Stuffing (cooked alone or in bird)	74° C (165° F)
Leftovers & Casseroles	
	74° C (165° F)
Fresh Pork	
Medium	71° C (160° F)
Ham	
Fresh (raw).....	71° C (160° F)
Pre-cooked (to reheat)	74° C (165° F)
Eggs & Egg Dishes	
	74° C (165° F)
Seafood	
Fin Fish.....	70° C (158° F)
	flesh is opaque
Shrimp, Lobster & Crab.....	74° C (165° F)
	flesh is pearly & opaque
Clams, Oysters & Mussels	shells open during cooking
Scallops	milky white or opaque & firm

Cooking Temperatures provided by Health Canada

Kitchen Safety and Cooking Hazards

Beware of Hazards in the Kitchen

- ↻ Keep pot and pan handles positioned toward back of stove.
- ↻ Avoid clothing with long, flowing sleeves that may easily catch on pot handles and /or cause burns.
- ↻ Avoid broken or chipped cooking utensils or serving pieces.
- ↻ Turn off the range and oven when not in use.
- ↻ Check electric cords on appliances periodically for worn places.
- ↻ Dry hands before using electrical appliances.
- ↻ Light the match before turning on gas to avoid gas build up.
- ↻ Extinguish matches before discarding them.
- ↻ Store knives carefully.
- ↻ Avoid putting knives or sharp instruments in a dish pan.
- ↻ Use pot holders appropriately.
- ↻ Keep drawers and cupboards closed.
- ↻ For electric appliances (e.g. knives, mixers) -- keep cords, blades etc in separate areas when working with children or clients with Dementia or Alzheimer Disease.

WHMIS Symbols



Class A: Compressed Gas

This class includes compressed gases, dissolved gases and gases liquefied by compression or refrigeration. Examples: gas cylinders for oxyacetylene welding or water disinfection.



Class B: Flammable and Combustible Material

Solids, liquids and gases capable of catching fire or exploding in the presence of a source of ignition. Examples: white phosphorus, acetone and butane. Flammable liquids such as acetone are more easily ignited than combustible liquids such as kerosene.



Class C: Oxidizing Material

Materials which provide oxygen or similar substances and which increase the risk of fire if they come into contact with flammable or combustible materials. Examples: sodium hypochlorite, perchloric acid, inorganic peroxides.



Class D: Poisonous & Infectious Materials

Class D, Division 1 Materials causing immediate and serious toxic effects. This division covers materials which can cause the death of a person exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide.



Class D, Division 2

Materials causing other toxic effects. This division covers materials which cause immediate eye or skin irritation as well as those which can cause long-term effects in a person repeatedly exposed to small amounts. Examples: acetone (irritant), asbestos (carcinogen), toluene diisocyanate (sensitizer).



Class D, Division 3

Bio-hazardous infectious material. This division applies to materials which contain harmful microorganisms. Examples: cultures or diagnostic specimens containing salmonella bacteria or the hepatitis B virus.