<table>
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<tr>
<th><strong>NAME OF DOCUMENT</strong></th>
<th>Ice for Human Consumption</th>
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<td>Procedure</td>
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<td><strong>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</strong></td>
<td>Director, Clinical Governance</td>
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<td><strong>AUTHOR</strong></td>
<td>Infection Control Working Party</td>
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<td><strong>KEY TERMS</strong></td>
<td>Ice Machines, cleaning, maintenance</td>
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<tr>
<td><strong>SUMMARY</strong></td>
<td>To outline the procedure to ensure ice used for human consumption is stored and served in a safe and hygienic manner.</td>
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1. **POLICY STATEMENT**
   Machines that dispense ice as required, rather than store ice are preferred.

   Ice intended for human consumption must be separate from ice intended for other clinical uses such as first aid, storage of medical solutions, pharmaceuticals and clinical specimen storage and/or transportation.

   Ice storage equipment is not to be used to store any object other than ice.

2. **BACKGROUND**
   To outline the procedure to ensure ice used for human consumption is stored and served in a safe and hygienic manner.

3. **RESPONSIBILITIES**
   Maintenance staff
   Hospital Assistants
   Nursing staff
   Ward Clerks
   Food Service staff

3.1 **Employees will:**
   Comply with the procedures to reduce the risk of contaminating the ice. This includes, hand hygiene and the appropriate use of the equipment.
   Comply with cleaning and maintenance schedules.

3.2 **Line Managers will:**
   Use a risk assessment process to ensure equipment is accessed and maintained as outlined, and that staff are trained in appropriate use. Ensure cleaning and maintenance schedules are maintained.

3.3 **Network Managers/ Service Managers will:**
   Ensure that resources are available for the appropriate cleaning and maintenance of this equipment

4. **DEFINITIONS**
   **Cleaning:** removal of soil/dirt/dust from a surface involving water and physical or mechanical action and a cleaning agent such as neutral detergent.

   **Sanitise:** to apply heat or chemicals, heat and chemicals, or other processes, to a surface so that the number of micro organisms on the surface is reduced to a level that:
   - does not compromise the safety of the food with which it may come in contact, and
   - does not permit the transmission of infectious disease.

5. **PROCEDURE**
   **Storage compartments:**
   - Staff obtaining ice must:
     - wash their hands prior to accessing the ice
never handle ice with their hands
use a designated hard surface scoop/container with a handle
only hold the scoop/container by the handle

- Scoop/container should:
  - be kept on a chain short enough not to reach the floor
  - be kept on a clean hard surface or dedicated receptacle and not in the storage bin
  - be intact with no scratches or cracks
- If the scoop/container used to remove ice from the compartment is contaminated (for example dropped on the floor) it must be removed from use and washed in hot, soapy water or washed in a dishwasher
- Signage outlining ice-handling instructions is to be placed on all ice storage compartments (an example is included as Appendix 1)
- Unused ice must not be returned to the storage compartment
- The door or cover of the storage compartment must be kept closed except when removing ice

Ice storage buckets/receptacles in refrigerators
- Staff obtaining ice must:
  - wash their hands
  - ensure the bucket/receptacle is clean
  - use a container/scoop to serve ice
  - only hold the container/scoop by the handle
  - never handle ice with hands
  - must not return unused ice to the bucket/receptacle

If the bucket/receptacle is removed from the refrigerator for an extended time (for example: while conducting a ward round) unused ice must be discarded and the bucket/receptacle washed in hot soapy water or in a dishwasher

Maintenance of storage compartments
The cleaning and maintenance of ice machines and storage units is essential in preventing contamination of ice or equipment. Where possible always follow the manufacturer’s instructions for maintenance and cleaning.

The interior of the ice machine needs to be visually checked regularly for any evidence of mould or other contaminants.

Around and within the machine should be inspected for rodent or insect infestations and appropriate action taken if required.

Cleaning of storage compartments
To be cleaned:
- by the ward cleaning/catering service
- at least monthly and immediately if any signs of mould or contamination are noted
- following the manufacturer’s instructions and involving the use of detergent and warm water
and rinsed with warm water
- Ensure all surfaces are dry before returning to service
- Documentation of when and who cleaned and inspected the machine must be maintained separately for each ice machine

**Maintenance**

Wherever possible, ice machines should be disconnected from the water supply before planned water interruptions. This reduces the risk of back flow.

Routine maintenance:
- Includes:
  - maintenance of the internal components of the machine on at least a 6 monthly basis
  - inspection and replacement of any damaged seals and review of the water supply filter on an annual basis
- is conducted according to the manufacturers maintenance manual
- must be documented
- many ice units require appropriate sanitization and this should be done in accordance with the manufacturer’s recommendations

**Microbiological testing:**

Microbiological testing of ice and equipment is generally only indicated during outbreak investigations

6. **DOCUMENTATION**
- Ice handling instructions on storage compartments
- Records of the cleaning and inspections
- Cleaning of storage compartment instructions
- Records of maintenance of the ice making machinery

7. **AUDIT**
Not required

8. **REFERENCES**
- Australia New Zealand Food Authority. Safe Food Australia: Guidelines to the Australian New Zealand Food Standards Code. Chapter 3 Food Safety Standards. 2001
- Government of South Australia Environmental Health Service of the Department of Health. Use and maintenance of ice machines for Legionella control. 2003
- NSW Health Infection Control Resource Centre. Safety of ice machines in health care facilities information sheet. 2006
9. REVISION AND APPROVAL HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Author and Approval</th>
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<tbody>
<tr>
<td>May 2003</td>
<td>0</td>
<td>Infection Control Coordinators, Illawarra Health</td>
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<tr>
<td>Feb 05</td>
<td>1</td>
<td>Approved by Area Policy and Procedure Committee on 10th Feb 2005 and ratified by executive on 21 Feb 2005 for a six month period – review Aug 05</td>
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<tr>
<td>October 2006</td>
<td>2</td>
<td>Approved by Executive Sponsor, DN&amp;MS. Approved by the Area Executive Committee, 24 October 2006</td>
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<tr>
<td>Sept 2008</td>
<td>3</td>
<td>Renumber from Infection Control Manual Section I-I1 to SESIHPD 184. No changes made to content.</td>
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<td>April 2011</td>
<td>4</td>
<td>Amendment to reflect change to Local Health Network</td>
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Appendix 1 – ICE Sign

This ice is for human consumption

STOP!

Hands must be washed
You must use the scoop **not** your hands
Ice once removed **cannot** be returned to the machine.
Any contamination of the ice machine or scoop means they must be cleaned as per instruction immediately