

Administrative Controls are measures that the administration of a health care setting puts into place to help protect health care providers and clients/patients/residents from infection.

Administrative Controls include:

- policies and procedures
- health care provider education
- education of clients/patients/residents
- healthy workplace initiatives
- monitoring of compliance with feedback

Policies and procedures must be evidence-based; consistent with legislation and standards; relevant to the health care setting; easily accessible; up to date; developed in conjunction with Infection Prevention and Control and Occupational Health and Safety; and followed by all health care providers.

Education and training will provide health care providers with tools to help reduce the risk of infections. Education should include training on Routine Practices and Additional Precautions, such as chain of transmission, hand hygiene, exposure risks and proper use of personal protective equipment (PPE).

Clients, patients and residents should also be educated about correct hand hygiene technique, not sharing personal items and infection prevention and control precautions related to their care.

Healthy workplace policies provide a safe environ-

ment for health care providers and clients/patients/residents. This is accomplished with policies such as work exclusion policies and visitor restriction policies. Staff should stay home when ill, and visitors should postpone visits when ill with symptoms of infection.

Another effective way to maintain a healthy workplace is immunization. All health care providers should have up-to-date immunizations and receive annual influenza immunization. Different health care provider roles may require different vaccinations.

Occupational health and hygiene is also an important element of the healthy workplace. Health care providers need to know about:

- not eating or drinking in client/patient/resident care areas or in the nursing station
- respiratory protection
- respiratory etiquette
- proper handling of sharps

Monitoring of compliance with feedback for infection prevention and control practice provides input towards quality improvement initiatives. Feedback and evaluation is important to inform health care providers about their practice.