

SOP Template: Staff Personal Hygiene and Uniform Requirements

This SOP defines the **staff personal hygiene and uniform requirements**, detailing essential guidelines for maintaining cleanliness, appropriate attire, and grooming standards. It aims to promote a professional appearance, enhance workplace safety and hygiene, and ensure compliance with health regulations. Key areas include proper handwashing techniques, uniform specifications, use of protective clothing, and protocols for handling uniforms and personal items to prevent contamination and foster a healthy work environment.

1. Purpose

To establish and maintain mandatory hygiene and uniform standards for all staff, to ensure a safe, clean, and professional working environment.

2. Scope

This SOP applies to all employees, contractors, and visitors engaged in operational areas where hygiene and uniform standards are enforced.

3. Responsibilities

- All staff: Adhere to hygiene and uniform guidelines at all times.
- Supervisors: Monitor compliance and provide necessary resources and training.
- HR/Management: Update SOP, provide uniforms, and address non-compliance cases.

4. Personal Hygiene Requirements

- **Handwashing:** Wash hands thoroughly with soap and water:
 - Before starting work, after breaks, after using the restroom, after handling waste, and any time hands are soiled.
- **Nails:** Must be clean, short, and free from nail polish or artificial nails.
- **Hair:** Must be clean and neatly tied back or covered with an approved head covering if required.
- **Personal Cleanliness:** Shower daily and use deodorant. Perfume/aftershave should be minimal and not overpowering.
- **Jewelry:** Only plain wedding bands and small stud earrings are permitted; no other jewelry (rings, bracelets, watches, facial piercings, etc.).
- **Illness and Injuries:** Report any signs of illness (fever, vomiting, diarrhea, respiratory symptoms) or open wounds to a supervisor before starting work.

5. Uniform & Protective Clothing

Item	Requirement
Uniform	Clean, appropriate for job role, provided by company. Fully fastened.
Footwear	Closed-toe, non-slip, and clean. No open shoes or sandals.
Hair Cover/Cap	As required by role or department (e.g., food handling, laboratories).
Protective Clothing	Aprons, gloves, masks, etc., must be worn as required and changed regularly.

6. Handling Uniforms & Personal Items

- Uniforms must only be worn during work hours and within workplace premises.
- Uniforms must be laundered regularly according to company policy.
- Personal items (bags, outerwear, etc.) must be stored in designated lockers or storage areas away from workspaces.
- PPE (Personal Protective Equipment) must not be taken outside the work area.

7. Compliance and Disciplinary Action

- Non-compliance will be addressed promptly through counseling and may lead to disciplinary action, up to termination.
- Repeated violations will be escalated per the company's HR policy.

8. Review

This SOP will be reviewed annually, or as regulatory and operational changes require.