

Standard Operating Procedure (SOP): Personal Hygiene and Handwashing Procedures for Staff

This SOP details **personal hygiene and handwashing procedures for staff** to maintain a clean and healthy work environment, prevent the spread of germs and infections, and ensure food safety and overall workplace sanitation. It covers proper handwashing techniques, frequency of handwashing, use of hand sanitizers, personal cleanliness standards, and guidelines for handling contaminants effectively.

1. Objective

To ensure all employees adhere to proper personal hygiene and handwashing protocols to minimize the risk of contamination and maintain workplace safety.

2. Scope

This SOP applies to all staff members, contractors, and visitors involved in handling food, equipment, or working in environments requiring high standards of cleanliness.

3. Responsibilities

- **Management:** Provide facilities, supplies, and training for hygiene and hand hygiene practices.
- **Staff:** Follow procedures and report any breaches of hygiene protocols.

4. Procedures

4.1. Personal Cleanliness Standards

- Wear clean uniforms or work attire daily.
- Keep fingernails clean, short, and unpolished; avoid artificial nails.
- Keep hair tied back and wear appropriate hair restraint if required.
- Avoid wearing jewelry except for plain wedding bands.
- Shower/bathe daily and use deodorant.

4.2. Handwashing Procedures

1. Wet hands under clean, running water (preferably warm).
2. Apply soap and lather all surfaces, including backs of hands, wrists, between fingers, and under nails.
3. Scrub hands for a minimum of 20 seconds.
4. Rinse thoroughly under running water.
5. Dry hands with a clean, disposable towel or air dryer.
6. Use the towel to turn off the faucet if necessary.

4.3. When to Wash Hands

- Before starting work and before handling food.
- After using the restroom.
- After handling raw food (meat, poultry, seafood, eggs).
- After sneezing, coughing, or blowing nose.
- After touching hair, face, or body.
- After handling garbage or cleaning chemicals.
- After smoking, eating, or drinking.
- After handling money.
- After any activity that may contaminate hands.

4.4. Use of Hand Sanitizers

- Hand sanitizers may be used when soap and water are not immediately available; hands must not be visibly soiled.
- Apply the recommended amount of sanitizer and rub hands together, covering all surfaces, until dry.
- Hand sanitizers do not replace handwashing after restroom use or when hands are heavily soiled.

4.5. Handling Contaminants

- Immediately wash hands after contact with contaminants (dirty equipment, waste, bodily fluids, etc.).
- Use personal protective equipment (PPE) as required and dispose of appropriately after use.

5. Monitoring & Compliance

- Supervisors will regularly observe staff to ensure adherence to hygiene and handwashing standards.
- Non-compliance may result in retraining or corrective action.
- Handwashing stations and supplies must be maintained at all times.

6. Records

- Inspection and maintenance logs for handwashing facilities.
- Training records for staff on hygiene procedures.

7. Revision History

Date	Change	Approved by
2024-06-12	Initial SOP release	Quality Manager