

SOP: Workstation Cleanliness and Hygiene Protocols

This SOP establishes **workstation cleanliness and hygiene protocols** to maintain a safe and healthy work environment. It covers regular cleaning schedules, proper waste disposal, sanitation of tools and equipment, personal hygiene practices, and measures to prevent contamination and the spread of germs. The objective is to promote employee well-being, enhance productivity, and ensure compliance with health and safety regulations.

1. Purpose

To define standard operating procedures for maintaining workstation cleanliness and hygiene, ensuring a safe, healthy, and productive workspace.

2. Scope

This SOP applies to all employees, contractors, and visitors in office spaces, labs, work floors, and any designated workstations within company premises.

3. Responsibilities

- **Employees:** Maintain personal workstations and adhere to hygiene practices outlined in this SOP.
- **Supervisors:** Monitor adherence and provide necessary supplies for cleaning and sanitation.
- **Cleaning Staff:** Execute scheduled cleaning according to the established routines.

4. Procedure

4.1. Regular Cleaning Schedules

Activity	Frequency	Responsible Party
Clean and disinfect workstation surfaces (desks, keyboards, phones)	Daily (end of each shift)	Employee
Empty waste bins	Daily	Cleaning Staff
Sanitize shared equipment (printers, tools, etc.)	Daily/After each use	Employee/Cleaning Staff
Deep cleaning (floors, windows, under desks)	Weekly	Cleaning Staff

4.2. Waste Disposal

- Dispose of all waste in designated bins.
- Do not overfill bins; inform cleaning staff if a bin is full.
- Properly segregate recyclables, hazardous waste, and general waste.

4.3. Sanitation of Tools and Equipment

- Clean and disinfect tools and equipment before and after use.
- Shared equipment must be wiped with approved disinfectant after each use.
- Store tools in assigned clean areas when not in use.

4.4. Personal Hygiene Practices

- Wash hands regularly, especially before starting work, after breaks, and after using restrooms.
- Use hand sanitizer if soap and water are not available.
- Cover mouth and nose with tissue or elbow when sneezing or coughing.
- Avoid sharing personal items such as mugs, water bottles, or utensils.

4.5. Measures to Prevent Contamination & Spread of Germs

- Stay home if experiencing symptoms of illness; report to supervisor.

- Promptly clean spills or contamination using appropriate cleaning products.
- Encourage good respiratory etiquette and hand hygiene throughout the facility.

5. Compliance and Monitoring

- Supervisors to conduct routine inspections of workstations for cleanliness and hygiene compliance.
- Provide feedback and retraining as needed.
- Incidents of non-compliance are to be documented and addressed according to company policy.

6. Documentation

- Maintain cleaning logs and inspection checklists.
- Report and record any cleaning or hygiene-related incidents.

7. Revision History

Date	Revision	Description	Prepared By	Approved By
2024-06-01	1.0	Initial release	HSE Officer	Management