

# Standard Operating Procedure (SOP)

## Health, Safety, and Cleanliness Standards

This SOP defines the **health, safety, and cleanliness standards** to maintain a safe and hygienic environment. It covers personal hygiene practices, workplace cleanliness protocols, proper use of protective equipment, hazard identification and risk mitigation, compliance with regulatory requirements, and procedures for reporting health and safety concerns. The goal is to protect employees, visitors, and the facility by enforcing consistent standards that minimize health risks and promote a culture of safety and cleanliness.

### 1. Purpose

To establish and communicate clear procedures and standards for health, safety, and cleanliness in the workplace.

### 2. Scope

This SOP applies to all employees, contractors, and visitors within the facility premises.

### 3. Roles and Responsibilities

| Role                      | Responsibility  |
|---------------------------|---|
| All Employees             | Adhering to hygiene, safety, and cleanliness protocols.             |
| Supervisors               | Enforcing SOP compliance and reporting incidents.                   |
| Health and Safety Officer | Monitoring, auditing, and training on health and safety procedures. |
| Visitors/Contractors      | Complying with relevant SOP requirements while on site.             |

### 4. Procedures

#### 4.1 Personal Hygiene

- Wash hands thoroughly with soap and water for at least 20 seconds.
- Use hand sanitizer where facilities are not available.
- Wear clean and appropriate clothing.
- Avoid touching face, nose, eyes, or mouth with unwashed hands.
- Notify supervisor immediately if feeling unwell.

#### 4.2 Workplace Cleanliness

- Disinfect high-touch surfaces (e.g., doorknobs, keyboards, tools) at least daily.
- Dispose of waste in designated bins and ensure timely waste removal.
- Maintain clear walkways and workstations to prevent tripping hazards.
- Keep shared equipment clean after each use.

#### 4.3 Use of Personal Protective Equipment (PPE)

- Wear required PPE in designated areas (e.g., gloves, masks, goggles, helmets).
- Inspect PPE before use for defects or contamination.
- Follow proper donning and doffing procedures.
- Report damaged or missing PPE to supervisor immediately.

#### 4.4 Hazard Identification and Risk Mitigation

- Identify and report potential hazards immediately.
- Follow posted safety signs and markings.
- Participate in regular safety briefings and drills.
- Support corrective actions to remove or control hazards.

#### 4.5 Compliance and Training

- Adhere to all local, state, and federal health and safety regulations.
- Attend mandatory health, safety, and hygiene training sessions.
- Review updated SOPs as they are issued.

#### **4.6 Incident Reporting**

- Report all accidents, injuries, or near-misses to a supervisor or the Health and Safety Officer immediately.
- Fill out incident report forms as required.
- Cooperate with investigations and corrective measures.

### **5. Documentation**

- Cleaning logs
- Training attendance records
- Incident/accident reports
- PPE inspection checklists

### **6. Review and Continuous Improvement**

- This SOP will be reviewed annually or when significant changes occur.
- Feedback from employees is encouraged to refine health, safety, and cleanliness procedures.

### **7. References**

- Occupational Safety and Health Administration (OSHA) guidelines
- Local health and safety regulations
- Company Health and Safety Policy