

SOP: Personal Hygiene and Handwashing Requirements

This SOP details the essential **personal hygiene and handwashing requirements** to prevent the spread of contaminants and maintain a clean and safe environment. It covers the proper handwashing techniques, frequency of handwashing, use of sanitizers, personal grooming standards, and guidelines for when and how to wash hands effectively. The goal is to promote health and hygiene among all personnel by establishing consistent and thorough hygiene practices.

1. Purpose

To outline personal hygiene and handwashing requirements for all personnel to prevent contamination, foodborne illness, and maintain a safe environment.

2. Scope

This procedure applies to all employees, contractors, and visitors in areas where hygiene protocols are required.

3. Responsibilities

- All personnel must adhere to the stated personal hygiene and handwashing requirements.
- Supervisors are responsible for monitoring compliance and providing necessary training.

4. Handwashing Procedures

1. Wet hands with clean, running water (warm or cold), and apply soap.
2. Lather hands by rubbing them together, ensuring to cover backs of hands, between fingers, and under nails.
3. Scrub hands for at least 20 seconds.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dryer.

5. Frequency of Handwashing

- Before starting work.
- Before handling food or clean equipment.
- After using the restroom.
- After handling waste, cleaning chemicals, or contaminated equipment.
- After sneezing, coughing, or blowing one's nose.
- After breaks, eating, or drinking.
- Whenever hands are visibly soiled.

6. Use of Hand Sanitizers

- Hand sanitizer (≥60% alcohol) may be used when soap and water are unavailable.
- Sanitizer is not a substitute when hands are visibly dirty; handwashing is required in these cases.

7. Personal Grooming Standards

- Fingernails must be clean, short, and unpolished; artificial nails are not permitted.
- Hair must be restrained with appropriate coverings (hairnets, caps, or ties).
- Beards and mustaches should be kept neat; beard covers may be required.
- Jewelry is generally not allowed except for plain bands and medical alert bracelets.
- Perfumed products should be avoided to minimize the risk of contamination and allergic reactions.

8. Corrective Actions

- Non-compliance with hygiene protocols may result in retraining or disciplinary action.
- Supervisors must document repeated non-compliance and escalate if necessary.

9. Training

- Personnel must receive initial and periodic refresher training on handwashing and personal hygiene requirements.
- Training records must be maintained by management.

10. References

- Local health and safety regulations
- Company hygiene policy manual