

# Standard Operating Procedure (SOP)

## Personnel Hygiene and Handwashing Procedures

This SOP details **personnel hygiene and handwashing procedures** essential for maintaining a clean and safe environment. It covers proper handwashing techniques, the use of sanitizers, timing and frequency of handwashing, guidelines for personal cleanliness, and the importance of preventing contamination in workplace settings. The objective is to promote health, reduce the spread of infections, and ensure compliance with hygiene standards among all personnel.

### 1. Scope

This SOP applies to all personnel who are present in the facility, including staff, contractors, and visitors who enter hygiene-sensitive areas.

### 2. Responsibilities

- All personnel must follow hygiene and handwashing procedures as outlined.
- Supervisors shall ensure compliance and provide training as necessary.
- Management is responsible for ensuring necessary supplies and equipment are available.

### 3. Personal Hygiene Guidelines

- Wear clean uniforms or work attire daily.
- Keep fingernails short, clean, and unpolished; artificial nails are prohibited.
- Cover any cuts, wounds, or abrasions with waterproof dressings.
- No jewelry except plain wedding bands.
- Hair must be restrained (e.g., hairnets or hats where required).
- Maintain personal cleanliness; shower or bathe daily.

### 4. Handwashing Procedures

1. Wet hands and wrists under running water.
2. Apply sufficient soap to cover all hand surfaces.
3. Rub hands palm-to-palm, between fingers, and under nails for at least 20 seconds.
4. Rinse hands thoroughly with running water.
5. Dry hands with a clean, disposable paper towel.
6. Use a disposable towel to turn off the faucet.
7. If available, apply hand sanitizer after drying.

### 5. Use of Hand Sanitizers

- Sanitizer (minimum 60% alcohol) can be used when handwashing is not possible, except when hands are visibly soiled.
- Apply the recommended amount to palm and rub all surfaces of hands until dry.

### 6. Timing & Frequency of Handwashing

Personnel must wash hands:

- Before starting work and after breaks.
- After using the restroom.
- Before and after handling potentially contaminated materials.
- After coughing, sneezing, or touching face.
- After handling trash or cleaning materials.
- After eating, drinking, or smoking.
- Whenever visibly dirty or as necessary.

### 7. Prevention of Contamination

- Do not touch ready-to-use materials or products with unwashed hands.
- Report any illness or symptoms (e.g., fever, diarrhea, vomiting, respiratory symptoms) to supervisor immediately.
- Refrain from work if suffering from communicable illnesses.
- Minimize contact with surfaces, equipment, and products after handwashing or sanitizing.

## 8. Training and Documentation

- All personnel must receive initial and refresher training on hygiene and handwashing procedures.
- Training and compliance checks should be documented.

## 9. References

- World Health Organization (WHO) Hand Hygiene Guidelines
- Centers for Disease Control and Prevention (CDC) Hand Hygiene Recommendations
- Company Hygiene Policy Document

## 10. Revision History

Date	Revision	Description	Approved By
2024-06-01	1.0	Initial issue	HSE Manager