

# SOP Template: Staff Hygiene and Uniform Requirements

This SOP details the **staff hygiene and uniform requirements** to maintain a clean, professional, and safe working environment. It covers guidelines on personal cleanliness, appropriate uniform standards, regular laundering, usage of protective clothing, and adherence to health protocols. The purpose is to promote employee well-being, prevent contamination, and uphold company image and safety standards in all work areas.

## 1. Scope

This SOP applies to all staff members working in company facilities, including but not limited to production, service, administration, and maintenance departments.

## 2. Responsibilities

- **Supervisors:** Ensure staff compliance with hygiene and uniform standards.
- **Staff Members:** Follow all personal hygiene and uniform requirements as outlined in this SOP.
- **HR/Administration:** Provide training, uniforms, and updates to hygiene policies.

## 3. Personal Hygiene Requirements

- Shower and maintain personal cleanliness before reporting to work.
- Hands must be washed and sanitized:
  - Before starting work
  - After using the restroom
  - After handling waste or contaminated items
  - After eating, drinking, or smoking
- Keep fingernails clean, short, and unpolished; artificial nails are not permitted.
- Hair must be clean and neatly tied back; use of hairnets/caps in required areas.
- Keep facial hair trimmed and clean; beard covers must be worn as required.
- Perfume or strong-smelling lotions should be avoided.
- Jewelry is prohibited except for plain wedding bands (if allowed).
- Report any symptoms of illness, skin infections, or open wounds to supervisors immediately.

## 4. Uniform Requirements

Uniform Element	Standard
Uniform Clothing	Clean, company-issued; free from rips, stains, or excessive wear; worn only in the workplace.
Footwear	Closed-toe, non-slip, and clean; no open-toed or high-heeled shoes permitted.
Head Covering	Hairnets, caps, or hats must be worn in designated areas.
Protective Clothing	Aprons, gloves, masks, or other PPE as required for specific tasks.
ID Badges	Visible at all times during work hours.

## 5. Uniform and PPE Maintenance

- Uniforms should be laundered regularly (at least weekly, more if soiled).
- PPE must be cleaned or replaced as per manufacturer or company guidelines.
- Soiled or damaged uniforms/PPE must be reported and replaced immediately.
- Personal clothes must not be worn under uniforms, unless permitted (e.g. plain undershirts).

## 6. Compliance and Enforcement

- Supervisors will conduct periodic checks for compliance.
- Non-compliance may result in disciplinary action, including removal from duty.
- Employees should report non-compliance or hazards to supervisors immediately.

## **7. Revision and Review**

This SOP will be reviewed annually or as needed to ensure continued effectiveness and compliance with regulations.

## **8. Acknowledgment**

All staff must sign to acknowledge that they have read, understood, and agree to adhere to the requirements outlined in this SOP.