

SOP Template: Hand Hygiene and Sanitization

Procedures

This SOP details **hand hygiene and sanitization procedures**, including proper handwashing techniques, use of hand sanitizers, timing and frequency of hand hygiene, and guidelines for maintaining clean and germ-free hands in various settings. The purpose is to prevent the spread of infections and ensure a hygienic environment by promoting effective hand hygiene practices among all personnel.

1. Purpose

To establish uniform guidelines for hand hygiene and sanitization that minimize the risk of infection transmission and promote a safe, clean environment for all personnel and visitors.

2. Scope

This SOP applies to all staff, contractors, and visitors engaged in work or other activities within the facility and covers all designated workspaces, common areas, and washrooms.

3. Responsibilities

- All personnel are responsible for following hand hygiene procedures as outlined in this SOP.
- Supervisors are responsible for ensuring compliance and providing necessary resources such as soap, water, and sanitizers.
- Facilities management must ensure regular replenishment and maintenance of hand hygiene stations.

4. Procedure

4.1 When to Perform Hand Hygiene

- Before and after contact with any individual.
- After using the restroom.
- Before eating or handling food.
- After coughing, sneezing, or blowing your nose.
- After touching shared surfaces or equipment.
- Any time hands are visibly dirty or contaminated.

4.2 Handwashing Technique

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather hands by rubbing them together with soap, covering backs of hands, between fingers, and under nails.
3. Scrub hands for at least 20 seconds. (Tip: Hum the "Happy Birthday" song twice.)
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry.

4.3 Use of Hand Sanitizers

- If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Apply the product to the palm of one hand (the amount specified by the manufacturer).
- Rub hands together, covering all surfaces, until hands feel dry (about 20 seconds).

- Hand sanitizer is less effective when hands are visibly dirty; wash with soap and water when possible.

4.4 Frequency

Hand hygiene should be performed:

- At the start and end of each shift.
- After handling waste or cleaning materials.
- As frequently as necessary based on the nature of the task and risk of contamination.

4.5 Guidelines for Maintaining Clean Hands

- Keep fingernails short and clean.
- Avoid wearing rings, bracelets, or watches that can trap germs.
- Report any skin cuts or lesions to your supervisor.

5. Compliance and Monitoring

- Supervisors will observe and periodically audit hand hygiene practices.
- Personnel not adhering to this SOP will be retrained and may be subject to disciplinary action.

Note: Always replenish soap and sanitizer supplies promptly and report any empty dispensers to facilities management.

6. References

- World Health Organization (WHO) - Hand Hygiene Guidelines
- Centers for Disease Control and Prevention (CDC) - Handwashing: Clean Hands Save Lives

7. Revision History

Date	Version	Description	Author
2024-06-05	1.0	Initial creation	Compliance Officer