

Standard Operating Procedure (SOP)

Personnel Hygiene and Sanitation Protocols

This SOP defines **personnel hygiene and sanitation protocols**, covering handwashing procedures, use of personal protective equipment (PPE), proper attire and grooming standards, cleanliness of workstations, waste disposal methods, employee health monitoring, and guidelines for preventing contamination. The objective is to maintain a hygienic environment that minimizes the risk of infection, ensures food safety, and promotes overall workplace health and safety.

1. Purpose

To establish protocols ensuring consistent and effective personnel hygiene and workspace sanitation, thereby minimizing contamination and health risks.

2. Scope

This SOP applies to all employees, contractors, and visitors entering or working within production, food handling, or healthcare designated areas.

3. Responsibilities

- **Management:** Ensure SOP awareness, training, and compliance among staff.
- **Supervisors:** Enforce procedures and monitor personnel hygiene practices.
- **Employees:** Follow hygiene and sanitation protocols at all times.

4. Procedures

4.1 Handwashing

- Wash hands with soap and water for at least 20 seconds before starting work, after restroom use, eating, drinking, smoking, handling waste, or touching face/hair.
- Use alcohol-based hand sanitizer if soap and water are unavailable.
- Follow displayed handwashing technique guidelines at all handwashing stations.

4.2 Personal Protective Equipment (PPE)

- Wear designated PPE (e.g., hairnets, gloves, masks, gowns, aprons, shoe covers) before entering work areas.
- Change PPE immediately if damaged or contaminated.
- Dispose of single-use PPE in appropriate waste bins.

4.3 Attire and Grooming Standards

- Wear clean, company-approved uniforms or attire daily.
- Keep nails short, clean, and unpolished; artificial nails are not permitted.
- Secure long hair fully under a hairnet or cap.
- Limit jewelry to plain wedding bands (if allowed); remove other jewelry during work hours.

4.4 Cleanliness of Workstations

- Clean and sanitize work surfaces before, during, and after tasks, and at shift changes.
- Use only approved cleaning agents and follow manufacturer instructions.
- Maintain clear and organized workspaces, free of unnecessary items.

4.5 Waste Disposal

- Dispose of all waste in designated, labeled containers promptly.
- Do not overfill bins; ensure routine emptying and cleaning of waste receptacles.
- Follow procedures for hazardous, infectious, or sharp waste disposal as per company policy or local regulations.

4.6 Employee Health Monitoring

- Report symptoms of illness (e.g., fever, diarrhea, vomiting, skin infections) to supervisor immediately.
- Do not report to work when unwell or if exposed to contagious diseases.
- Submit to scheduled health checks or medical examinations as required.

4.7 Contamination Prevention

- Follow all posted signage and hygiene reminders.
- Do not consume food or beverages or use tobacco in production/work areas.
- Avoid direct hand contact with ready-to-eat products or sterile surfaces unless gloved or sanitized.

5. Training

All personnel shall receive initial and periodic refresher training on hygiene and sanitation protocols. Training records shall be maintained.

6. Records

Maintain logs of handwashing station checks, cleaning schedules, waste disposal activities, and health screenings for audit purposes.

7. References

- Company Health & Safety Policies
- Local regulations and guidelines for hygiene and sanitation
- CDC, WHO, or other applicable authorities

8. Revision History

Date	Version	Description	Prepared by
2024-06-20	1.0	Initial SOP Release	QA Department