

SOP: Uniform and Clothing Cleanliness Protocols

This SOP establishes **uniform and clothing cleanliness protocols** to ensure proper hygiene and appearance standards in the workplace. It covers guidelines for daily uniform maintenance, proper washing and drying techniques, handling of contaminated clothing, and storage protocols. The purpose is to maintain a professional environment, reduce the risk of contamination, and promote employee health and safety through consistent clothing cleanliness practices.

1. Scope

This SOP applies to all employees required to wear uniforms or designated work attire on the premises.

2. Responsibilities

- **Employees:** Responsible for maintaining the cleanliness and proper condition of uniforms and work clothing.
- **Supervisors:** Monitor compliance and provide guidance as needed.
- **Laundry Services (if applicable):** Ensure uniforms are cleaned and returned in a timely manner.

3. Daily Uniform Maintenance

1. Wear a clean, complete, and appropriate uniform at the start of each shift.
2. Inspect uniform for stains, tears, or odors before and after each shift.
3. Replace or repair damaged uniforms promptly.
4. Personal clothing (if visible) should also meet appearance standards and be clean.

4. Washing and Drying Guidelines

1. Launder uniforms after every use, using company-approved detergents or as specified by the uniform label.
2. Wash uniforms separately from personal clothing if contaminants are suspected.
3. Follow garment care instructions regarding temperature and washing cycles.
4. Ensure uniforms are fully dry before storing or wearing.

5. Handling Contaminated Clothing

1. If a uniform is visibly soiled by chemicals, body fluids, or other contaminants, remove as soon as practical.
2. Store contaminated uniforms in designated bags or containers, marked for contaminated laundry.
3. Do not touch contaminated uniform surfaces with bare skin when possible; use gloves if needed.
4. Report incidents of significant contamination to a supervisor immediately.

6. Uniform Storage Protocols

1. Store clean uniforms in a designated, clean, and dry area, away from sources of contamination.
2. Uniform lockers or shelves should be regularly cleaned and organized.
3. Do not store personal items with clean uniforms.

7. Non-Compliance

- Employees failing to comply with these protocols may be subject to disciplinary actions as outlined in the employee handbook.

8. Review and Updates

- This SOP shall be reviewed annually or as needed to ensure it remains effective and up to date.