

SOP Template: Personal Hygiene Standards and Handwashing Procedures

This SOP establishes **personal hygiene standards and handwashing procedures** to promote health and prevent the spread of infections. It covers guidelines for regular handwashing techniques, use of sanitizers, proper use of protective clothing, and maintaining cleanliness in the workplace. Adherence to these standards helps ensure a safe and hygienic environment for all employees and visitors.

1. Purpose

To define the standards and procedures for personal hygiene and handwashing to minimize the risk of contamination and infection in the workplace.

2. Scope

This SOP applies to all employees, contractors, and visitors within the facility who may come into direct or indirect contact with production processes or communal areas.

3. Responsibilities

- **Employees:** Must adhere to personal hygiene and handwashing procedures at all times.
- **Supervisors:** Responsible for monitoring compliance and providing necessary training.
- **Visitors/Contractors:** Must follow personal hygiene guidelines as instructed upon entering the premises.

4. Personal Hygiene Standards

- Maintain clean and trimmed fingernails. Artificial nails or nail polish are not permitted.
- Keep hair clean, tied back, and covered where required.
- Shower and use deodorant daily.
- Avoid wearing jewelry, watches, or accessories while in production or food handling areas.
- Report any symptoms of illness, wounds, or skin infections to a supervisor immediately.
- Wear clean protective clothing (e.g., lab coats, gloves, hairnets) as directed.

5. Handwashing Procedures

1. Wet hands with clean, running water and apply soap.
2. Rub hands together vigorously for at least 20 seconds, covering all surfaces including wrists, back of hands, between fingers, and under nails.
3. Rinse hands thoroughly under running water.
4. Dry hands with a single-use paper towel or air dryer.
5. Use a paper towel or elbow to turn off the faucet.

6. When to Wash Hands

- Before starting work or entering production areas.
- After using the restroom.
- After touching face, hair, or body.
- After handling raw food, waste, cleaning chemicals, or performing cleaning duties.

- After coughing, sneezing, or blowing nose.
- As frequently as necessary to maintain hygiene.

7. Use of Hand Sanitizers

- Use alcohol-based hand sanitizers (minimum 60% alcohol) when soap and water are not available.
- Handwashing with soap and water is preferred when hands are visibly dirty or greasy.
- Allow sanitizer to dry completely before resuming activities.

8. Protective Clothing and Equipment

- Wear appropriate protective clothing (e.g., gloves, aprons, hair coverings) as required by your role.
- Change protective clothing daily or when soiled.
- Do not wear protective clothing outside designated areas.

9. Cleanliness of Work Areas

- Keep workstations tidy and free from clutter.
- Disinfect high-touch surfaces regularly.
- Dispose of waste promptly and appropriately.

10. Training and Compliance

- All staff must receive training on personal hygiene and handwashing procedures upon hiring and repeat annually.
- Non-compliance may result in disciplinary action as outlined in company policy.

11. Revision and Review

This SOP will be reviewed annually or as needed to ensure continuing compliance with company and regulatory standards.

Note: Adherence to these guidelines is mandatory to ensure a healthy and safe environment for everyone.