

Workplace Hygiene Policy

Purpose

This policy aims to ensure that all workers maintain appropriate standards of hygiene in the workplace in order to reduce the risk of transmission of illness and infection. The hygiene standards are minimum requirements to which all employees, contract workers, and temporary staff must comply with while working with the Company.

Washing hands

You are required to wash your hands with soap and water or a hand sanitiser after using the bathroom, performing personal hygiene or healthcare tasks, or performing any activity that may cause the spread of germs or toxins, such as handling raw food, chemicals, machinery or animals. You should use tissues and cover your mouth and nose when coughing or sneezing and then use a hand sanitiser.

Grooming

Hair and nails should be kept clean and presentable. Do not share any personal hygiene products, such as a razor, towel or deodorant. Cover any wounds with bandages or sterile strips, e.g. Band-Aids.

Food

Use the designated refrigerators for storing food. Please remove food at the end of each week. Ensure that hot food is consumed while hot, and that food that should be kept cold, such as dairy products, does not become lukewarm.

Do not provide or share food with other staff. Avoid eating or storing food at your workstation so as to reduce the build-up of food particles.

If you are preparing food, use gloves if there is any potential contact with bodily fluids. Dispose of food and other waste appropriately. Clean up the staff kitchen after use, including shared cutlery and crockery. Do not drink water from the bathroom or any area used for a work-related purpose.