

Personal hygiene should not interfere with anyone's ability to complete their job as effectively, and safely, as expected. When employees report for work, they have a right to a clean and safe workplace.

Every workplace has a hygiene standard that demonstrates the values of the organization. When employees exhibit good personal hygiene at work, this helps:



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- promote good health and well-being for all personnel.
- prevent the spread of illness.
- limit distractions and safety concerns due to poor hygiene and housekeeping issues.
- set a good example for others.
- provide an atmosphere of cleanliness, orderliness and safety.
- make the workplace more pleasant for others.
- reduce stress due to tension among employees who have different opinions on personal hygiene and work space cleanliness.

This safety topic provides guidance to employees on areas that relate to personal hygiene in the workplace including clothing, cleanliness, odor, hand washing, eating, food storage and keeping common areas clean.

It may not bother an individual to have less than ideal personal hygiene, but when in a working environment it can have an impact on other personnel. When odors become a problem, they can affect co-workers' ability to concentrate on their own tasks on the job.

- Bathe, shower and wash your hair regularly. Use soap to bathe.
- Use deodorant or antiperspirant daily, especially if you tend to sweat during the course of the work day.
- Keep your hands neat and clean. Wash your hands often.



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- Keep your work clothes clean and in good condition.
- Avoid wearing too much perfume or cologne. Some people may have allergies and the strong scent may be irritating. Perfume, cologne, and scented lotions should be kept to a minimum while at work.
- Maintain your dental health. Bad breath may not be apparent to you, but it can be offensive to other workers.
- Do not clip your fingernails or toenails at work.
- Injuries like cuts, burns or lacerations should be kept clean to prevent infection and covered with appropriate first aid dressings.

- Cover your mouth when you sneeze or cough, with your hand, with a tissue, or with the inside of your elbow. Always wash your hands afterwards.
 - Throw away used tissues immediately.
- Wash your hands with soap and water (not just water). If soap is not available then use a hand sanitizer that is at least 60% alcohol.
- Always wash your hands...
 - after visiting the restroom.
 - if your hands become dirty or come in contact with hazardous or contaminated substances
 - after sneezing or coughing into your hands or a tissue
 - before and after eating
 - after handling trash or after any cleanup activity
 - after handling money
 - after touching high-contact areas
- Do not come to work if you are feeling sick.



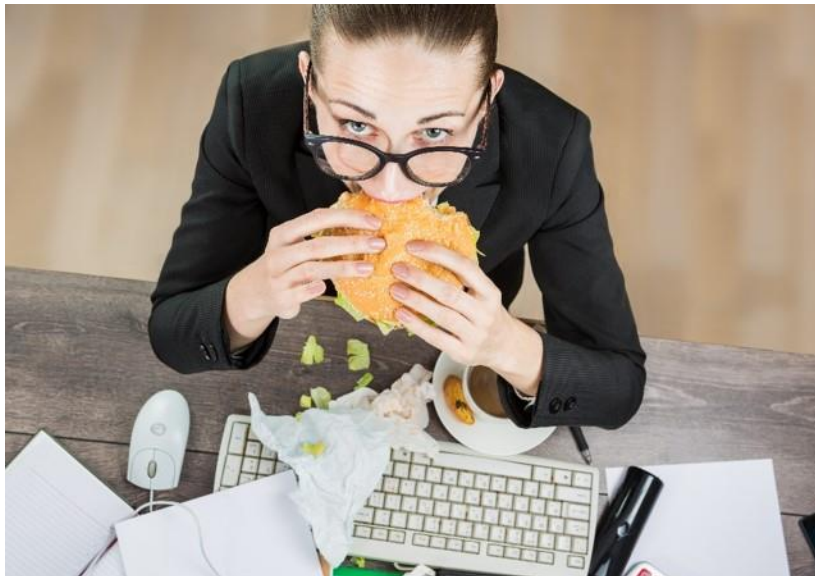
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The main reason it's important to keep your personal work space clean is to prevent insects and rodents from infesting the workplace. Mice, rats, ants and other pests are considered a health hazard risk in an office environment.

- Dispose of trash that may have accumulated at the end of the work day, including food wrappers, used paper towels or tissues, beverage containers, etc.
- If personal trash cans aren't emptied at the end of every day, dispose of all food and drink trash in the breakroom trash can, or other trash can that is emptied nightly.
- Do not throw drink cups into the office trash if they still have liquid in them. Trash bags often leak which will cause a sticky situation in the bottom of the trash can that may be inviting to ants.



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- Do not store food packages that have been opened inside of desk drawers or cubicle cabinets. Keep all food stored in airtight plastic containers.
- Don't eat messy meals at your desk. If you do consume food at your desk, do not eat over your keyboard where crumbs can be left behind, and wipe up thoroughly after the meal.
- Maintain a tidy work area so that food wrappers and drink cups aren't overlooked and your work space doesn't become a shelter for unwelcome pests.

Clean up after yourself, including after using the restroom or any other common areas. Throw away garbage, wipe down surfaces, and pick up anything that fell on the floor.

- Wash reusable dishes daily, including coffee cups and utensils, if they are kept at work.
- Throw away any uneaten food, that is kept in a work fridge, at the end of every week.
- Do not keep any food at work that is not in a sealed container.
- Do not leave any employee-shared snacks out overnight.
- Wipe down the microwave after using. Always place a paper towel, paper plate or other cover on the top of any food cooking in a microwave to prevent splatter.
- If you notice ants, vermin, or droppings in any work or common area, notify management immediately.



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OSHA Standard 1910.141(a)(4)(ii) *All sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition.*

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