



BATHROOM PROCEDURES (SANITATION AND PERSONAL HYGIENE)

INTRODUCTION

All employees, no matter the industry or business, will need to use a restroom at some point. Sanitation is the most important thing about a shared bathroom. Sanitation is more than just cleaning, it also involves practicing good personal hygiene. Poor sanitation can potentially expose employees and the public to a multitude of diseases. It is every employee's responsibility to practice good personal hygiene and sanitation after using the restroom.



HAZARDS

When good personal hygiene and sanitation practices are not performed, employees and the public could potentially be exposed to diseases, including:

- The common cold
- E. coli
- The flu
- Hepatitis A
- Norovirus
- Strep throat
- Staph infections
- Shigellosis (from Shigella bacteria)

PROPER SANITATION

Since bathrooms are a breeding ground for bacteria and viruses, proper sanitation is necessary to protect employees and the public. Proper bathroom sanitation includes:

- Inspecting and maintaining plumbing.
- Using appropriate disinfectants and chemicals.
- Emptying trash receptacles when they have become full or near full.
- Ensuring that restrooms are stocked with toilet paper, soap or hand sanitizer, and paper towels if your facility does not have air dryers.
- Dusting partitions and air vents at least once a month, if not weekly.
- Replacing urinal tablets at least once a week or as needed.
- Using proper glass cleaner for mirrors and chrome finishes.

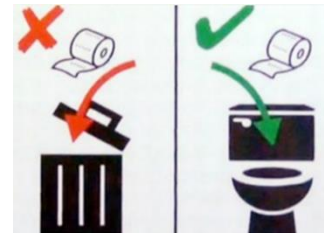
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GOOD PERSONAL HYGIENE PRACTICES FOR RESTROOMS

While top notch sanitation is necessary for restrooms, it can only go so far to protect employees and the public from disease. Employees and the public need to practice good personal hygiene after using the restroom. Good personal hygiene stops the cross contamination of bacteria from one surface to another and includes the following practices:



- Utilizing and flushing disposable toilet covers when they are offered.
- Sitting properly on a sit toilet or standing properly when using a urinal.
 - *Note: American toilets are NOT designed for squatting. Squatting could result in feces or urine landing outside the bowl which could result in other employees or the public being exposed to diseases.*
- Flushing used toilet paper.
- Washing your hands with soap and warm water.
 - *Note: Use Soap under your fingernails as well as all over your hand. Fingernails can be a hiding place for bacteria.*
- Using a paper towel or hand dryer on hands after they have been washed with warm water and soap.
- Throwing used paper towels into trash receptacles.
 - *Note: If you want to ensure that your hands are clean after using the restroom, use a paper towel to open doors with handles.*



PORTABLE RESTROOMS

Portable restrooms should have the same sanitation and personal hygiene standards as a restroom that is located in a building. Nothing other than toilet paper should be thrown into the toilet. Other items such as: gloves, bottles, diapers, and clothing should be thrown away in a trash receptacle.



CONCLUSION

Protecting employees and the public from disease is very important for any industry or business, especially when a bathroom is shared with multiple people. If proper sanitation and personal hygiene practices are not followed, many people can end up being sick which can result in employees having to stay home and recover. By practicing good sanitation and hygiene, an employee can take pride in doing their part in keeping his or her fellow coworkers healthy.