



# GOOD HYGIENE PRACTICES



## INTRODUCTION

As an employee, maintaining good hygiene is not only considerate, but can help to improve your health and safety. Poor hygiene can increase the spread of bacteria or hazardous substances, and it can also affect the positivity of the workforce.

## PERSONAL HYGIENE

An important part of conducting yourself like a professional is maintaining proper personal hygiene. Body odor can distract your coworkers, discourage teamwork or communication, and lower morale. Employees are expected to demonstrate good personal hygiene by:

- Arriving to work in clean, freshly laundered clothes.
- Washing hair regularly to eliminate grease and dandruff.
- Maintaining proper oral hygiene to discourage tooth decay and distracting odor.
- Showering regularly to discourage infection and odor.

## WORKPLACE HYGIENE

Poor hygiene at work can lead to distracting odor, contamination, and pest control problems such as ants. To avoid this, employees must:

- Always wash hands after using the restroom, before returning to work.
- Avoid biting your nails, chewing on pen caps, picking skin, or any other activity that encourages the spread of bacteria.
- Cover your nose and mouth when you sneeze and cough.
- Keep your desk free from clutter, trash, and food items that can attract ants.
- If you have a personal trash can, empty it regularly.
- If you are a smoker, discard cigarette butts in their proper receptacles.





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## SAFETY CONCERNS

In addition to becoming a distraction, poor workplace hygiene can be a serious safety concern. Employees who work with hazardous substances or chemicals must adhere to the following guidelines:

- Never eat, drink, or apply cosmetics in any work areas where possible chemical or bacterial contamination may occur.
- Wash your hands before eating lunch or going home.
- Wear all personal protective equipment required to shield your clothing from possible splashes of workplace substances.
  - Remove personal protective equipment in a way that will not contaminate your clothing.
- At home, do not wash workplace clothing in the same load as your home laundry if you handle chemicals or dangerous substances at work.



## CONCLUSION

Employees can reduce distracting odors, contamination, pest control problems, and safety hazards by applying good hygiene practices in their personal lives and at work

