

# JUNE HEALTH THEME: WORKPLACE HYGIENE

When it comes to the workplace, cleanliness and personal hygiene are of utmost importance.

Every workplace needs to be hygienic not just for the sake of OTML's reputation, but also for the health and safety of our employees, contractors and visitors.



## WHY IS WORKPLACE HYGIENE IMPORTANT?

- **Happier Workers:** The work environment can greatly influence a worker's satisfaction at work. Happy and content workers are productive and more likely to do their jobs well. Keeping the workplace clean is one way to make employees want to stay.
- **Healthier Workers:** Proper work hygiene, especially in common areas like kitchens, cribs and bathrooms, can stop harmful viruses and bacteria from spreading throughout the workplace.
- **Safer Workers:** A clean workplace is safer. There is less chance of slips, trips and falls.

**A clean workplace is a safe and healthy workplace.**

## What Can I Do?

### MANAGERS

1. Audit workplaces to identify areas requiring sanitation and cleaning.
2. Liaise with cleaning service providers.
3. Maintain a cleaning and sanitising regime.
4. Include cleanliness and personal hygiene in policies and procedures.
5. Educate personnel on the importance of keeping the workplace clean and treating shared facilities with a high level of respect.
6. Ensure sanitary facilities are available (toilets, showers, change rooms) and workplaces are equipped with soaps, sanitisers, and anti-bacterial wipes.



### WORKERS

1. Employees represent the company they work for. Therefore, it is not enough to just dress professionally. Professionals need to exhibit other traits, such as flawless hygiene.
2. Maintain a high standard of personal hygiene. Shower / bathe daily, clean your teeth each day, wear clean clothes, change underwear each day.
3. Wash your hands with soap, especially after using the toilet, before eating and after sneezing or coughing.
4. Keep your work area and common areas clean and hygienic, e.g. Clean up after yourself, put away items after use, clean up spills and wipe down surfaces.
5. Follow procedures.



**Hygiene is a measure of people's way of life. What does your personal hygiene say about YOU?**