

# Hygiene Policy

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## **INTRODUCTION**

Good personal Hygiene practice is important in ensuring a safe and healthy place of work, in that this will help avoid adverse effects on the employee or the product. It is particularly important that high standards are maintained where employees are exposed to substances or conditions, which may be hazardous to health.

## **REDUCING THE RISK**

A Bright Solution Ltd. should ensure that the following requirements are met:

- applicants for employment should be screened for pre-existing health conditions which may have been caused or exacerbated by poor personal hygiene (professional medical assistance and advice should be obtained where required);
- employees should receive sufficient information and instruction in the standards of personal hygiene that are required and the facilities that are available at the workplace to assist in achieving these standards.(See Guidelines on Personal Hygiene below);
- personal protective equipment should be stocked, issued maintained and replaced or disposed of at the appropriate time;
- suitable laundry arrangements should be made for cleaning of overalls and uniforms (if applicable);
- suitable facilities should be arranged for itinerant workers and those on temporary or mobile sites;
- Work conditions and facilities, including washing and sanitary conveniences, should be adequate to enable workers to maintain good standards of personal hygiene.
- employees should comply with business rules on eating, drinking and smoking at the workplace;
- potential hygiene problems should be dealt with quickly and effectively, taking into consideration the need for medical confidentiality where this applies;
- the company disciplinary procedure should be used to improve performance for employees persistently displaying poor personal hygiene standards which put at risk the health and safety of themselves or others;

Where employees are working with food, it is imperative that good hygiene standards are adopted. Safety signs can be a good way of reminding people of the importance of good personal hygiene. Sample signs are shown below. Also attached is a Food Safety Checklist, which may help you to identify shortcomings in your management of food safety.

## **GUIDELINES ON PERSONAL HYGIENE**

Observing the following guidelines on personal hygiene will minimise health and safety problems.

- Before starting work, check that there are no signs of skin irritation or open wounds.
- Cover open wounds with suitable waterproof dressings and ensure that existing dressings are clean before starting work.
- Avoid direct contact with hazardous substances at work.

- Ensure that protective clothing is clean, changed when necessary and regularly washed where appropriate
- Ensure that protective clothing is repaired or replaced when necessary.
- Observe the rules regarding eating, drinking and smoking in the area.
- Where there is a possibility of contamination, wash hands and face before eating, drinking or smoking and thoroughly wash or shower at the end of each shift.
- Wash hands before and after using toilet facilities.
- Do not keep contaminated rags or materials in pockets.
- Make full use of barrier creams, cleansers and other skin creams.
- Refrain from spitting in the workplace.
- Report any problems to a responsible person without delay.



Signed.....  
Mick Barrett  
Director  
8th August 2025



Signed.....  
Sam Pailor  
Director  
8th August 2025