

Workplace Hygiene Checklist

By Jake R Brady

- Workplace Cleanliness
 - Passageways, floors, doorways, exit routes are free of greasy dirt and dust.
 - Ceiling and walls are free of dirt and dust.
 - Worktables, chairs and furniture are free of dirt and dust.
 - Cabinets, racks & storage facilities are free of greasy dirt and dust.
 - Electrical & mechanical equipment are free of greasy dirt and dust.
 - Concealed places, such as corners, pillars and under tables are cleaned up.
 - Tools, equipment and facilities common in use are cleansed and disinfected.
- Personal Hygiene Facilities
 - Waterclosets and urinals are provided with flushing facilities.
 - Washing basins and water taps are provided.
 - Liquid soap is provided.
 - Drying facilities (towels, napkins and/or hand driers) are provided.
 - Toilet paper is provided.
 - Covered rubbish bins are provided.
 - Toilets are ventilated.
 - Air traps are ensured not dry.
 - Toilets are cleansed and disinfected at least daily.
- Pest Control
 - Pest control exercise is carried out at least yearly.
 - Insecticide and/or insect trap are used where necessary.
 - Rodent prevention measures are used.