

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.