Workplace Hygiene Checklist

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# Tasks:

☐ **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.**